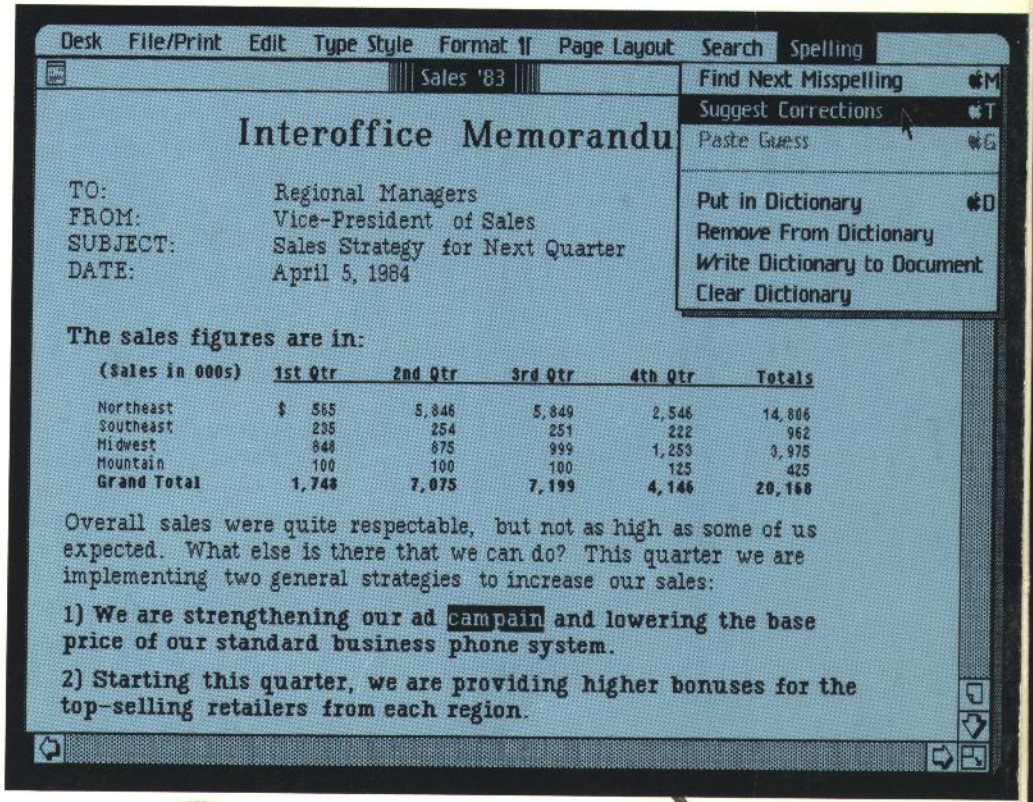
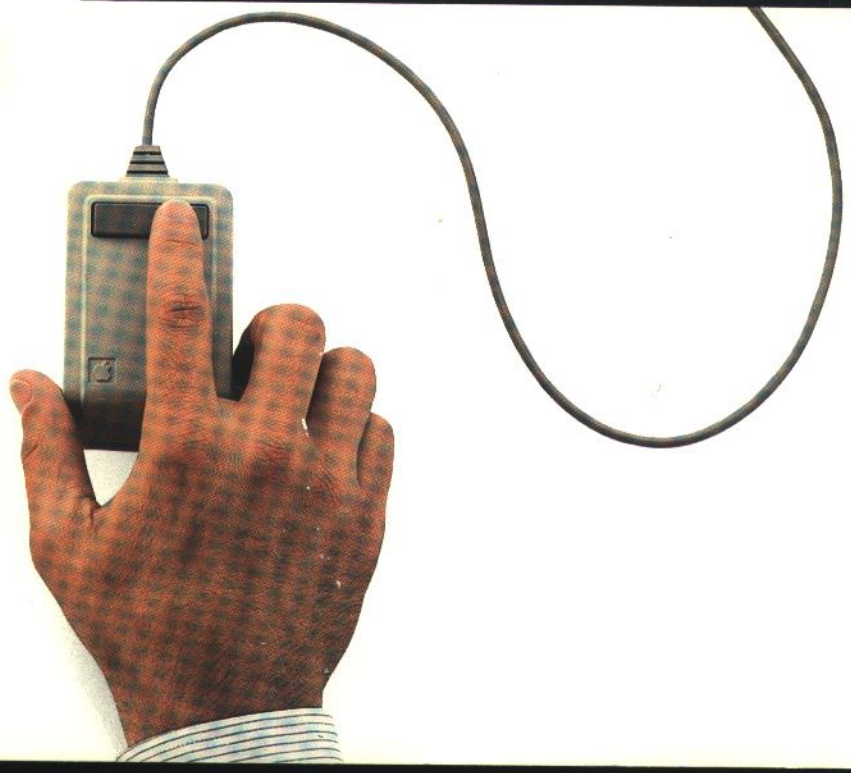
LisaWrite


Desk File/Print Edit Type Style Format ¶ Page Layout Search Spelling
Sales '83
Find Next Misspelling ⌘M
Suggest Corrections ⌘T
Paste Guess ⌘G
Put in Dictionary ⌘D
Remove From Dictionary
Write Dictionary to Document
Clear Dictionary
Interoffice Memorandu
TO: Regional Managers
FROM: Vice-President of Sales
SUBJECT: Sales Strategy for Next Quarter
DATE: April 5, 1984
The sales figures are in:
($ales in 000s) 1st Qtr 2nd Qtr 3rd Qtr 4th Qtr Totals
Northeast $ 565 5,846 5,849 2,546 14,806
Southeast 235 254 251 222 962
Midwest 848 875 999 1,253 3,975
Mountain 100 100 100 125 425
Grand Total 1,748 7,075 7,199 4,146 20,168
Overall sales were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our sales:
1) We are strengthening our ad campain and lowering the base price of our standard business phone system.
2) Starting this quarter, we are providing higher bonuses for the top-selling retailers from each region.



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LisaWrite

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Introducing LisaWrite

LisaWrite is a word processing tool you can use to create reports, memos, letters, and any other kind of writing you do. You enter, revise, and format your documents by using the mouse and the LisaWrite menus. You can write and print your document using several different type styles.

LisaWrite lets you search your documents for certain letters, words, or phrases and change them one at a time or all at once, and the LisaWrite spelling checker helps you find misspelled words and typographic errors.

A LisaWrite document on the Lisa screen looks exactly the same way as the document will look when you print it; that is, what you see is what you get. This feature allows you to experiment with type style, different indentations for paragraphs, and length and width of text before you print.

About This Manual

This manual contains three chapters.

- Chapter 1, Learning LisaWrite, gives you practice using LisaWrite by taking you step by step through an easy example.
- Chapter 2, Using LisaWrite, contains detailed instructions for performing specific tasks with LisaWrite and offers suggestions that help you use LisaWrite efficiently and effectively.
- Chapter 3, LisaWrite Reference, summarizes the functions of LisaWrite menus and menu items.

Each chapter begins with its own table of contents so you can easily look up different topics. If you can't find what you need in the table of contents, check the Index at the end of the manual. The Index lists many topics in several ways to help you find the topic you're looking for even if you're not sure what it's called.

The information in this manual assumes you've gone through LisaGuide, which teaches you how to use the mouse and explains special terms, such as *selecting* and *choosing,* that are unique to the Lisa. For instructions on starting LisaGuide, refer to the *Lisa Office System* manual.

Chapter 1

Learning LisaWrite

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9 **Getting Started with LisaWrite**
9 Have You Gone through LisaGuide?
9 What You Need to Get Started

9 **Seeing What's on a Disk**

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17 Selecting Text
19 Adding Text
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Getting Started with LisaWrite

This chapter gives you actual practice in using LisaWrite. By going step by step through an easy example, you will quickly become familiar with the basic skills for using LisaWrite to create, revise, save, and print your own documents.

Have You Gone through LisaGuide?

The Lisa Office System comes with a micro diskette called LisaGuide, which provides a self-paced tutorial on how to use the Lisa desktop and the mouse. Before beginning the practice exercises given here, be sure you've gone through LisaGuide.

You should now feel comfortable with the special terms used in reference to the Lisa. For example, do you fully understand the special processes called *selecting* and *choosing?* If not, now is a good time to review LisaGuide once more. Refer to Chapter 1, LisaGuide, in the *Lisa Office System* manual for instructions on starting the LisaGuide micro diskette.

What You Need to Get Started

To do the practice exercises in this chapter, you'll need

- A Lisa set up and plugged in, with the keyboard and mouse attached. Make sure the Lisa is turned on.
- A printer set up and plugged in if you want to print your practice documents. Make sure your printer is hooked up to the Lisa and turned on. Printing is optional.
- About 30 minutes.

If your system is not already set up, refer to Appendix 1, Setup Procedures, in the *Lisa 2 Owner's Guide.*

Seeing What's on a Disk

To get at the document you'll work with, you first need to open the Disk icon as described in the steps below.

The way you open the Disk icon illustrates your Lisa's most general principle:

- First you select something.
- Then you do something to what you've selected.

To Open the Disk Icon:

1▸ Select (highlight) the Disk icon by placing the tip of the pointer on it and clicking the mouse button, as shown. (Icon not highlighted? Try again.)

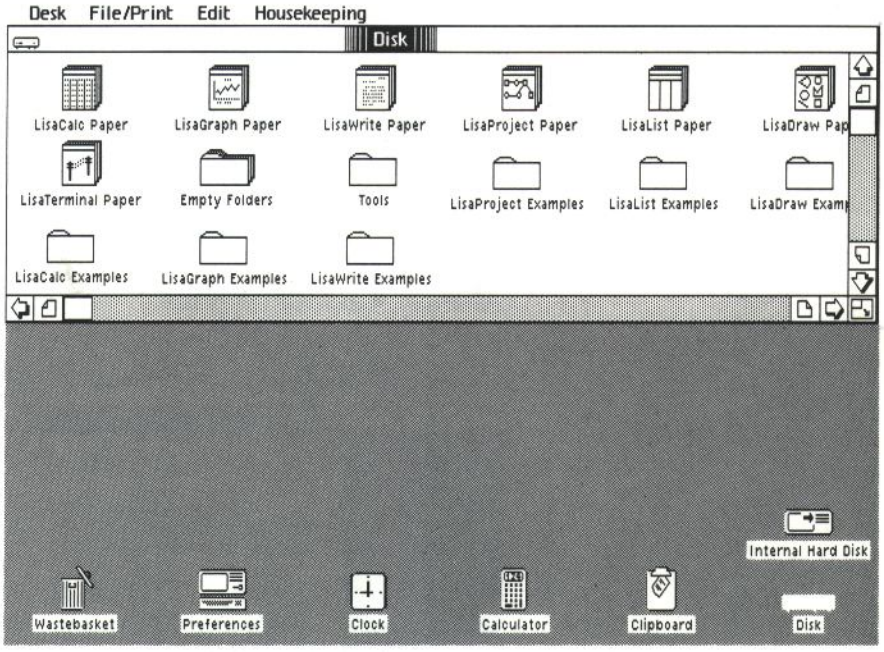
2▸ Open the selected Disk icon by choosing **Open "Disk"** from the **File/Print** menu.

Here's how

a. Press and hold down the mouse button with the pointer's tip on **File/Print** in the menu bar.

b. Move the pointer down and release the mouse button when **Open "Disk"** is highlighted. (Is the **Open** menu item dim? You probably clicked on the gray part of the screen and deselected the Disk icon. Go back to step 1 and make sure the icon is selected.)

3 ▶ Notice the window that zooms open on your Lisa's desktop. Your disk is like a very large file drawer; it's where you'll keep most of your work.



Opening a Document

Inside the disk window you should see several stationery pads and folders. The LisaWrite Examples folder contains the example you'll be working on here. In the steps below, you will

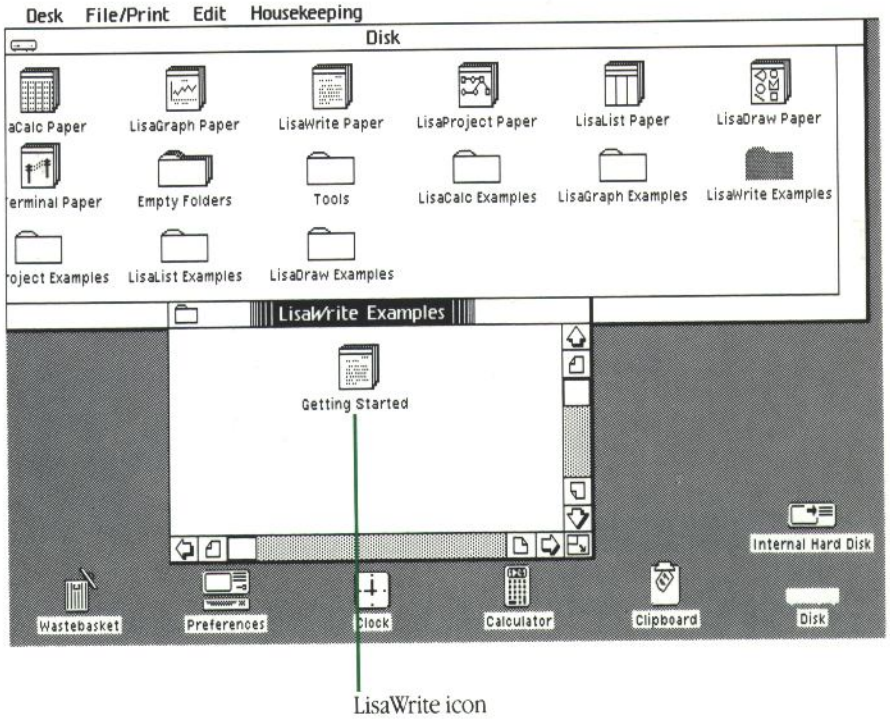
- Open the LisaWrite Examples folder.
- Tear off a sheet from the Getting Started stationery pad that's inside the folder.
- Move the new sheet, or document, to a clear spot in the folder.
- Give the new document the name *Sales Strategy*.
- Open the document.

To Open the LisaWrite Examples Folder:

1 ▶ Select the LisaWrite Examples folder by clicking on it.

2 ▶ Open the **File/Print** menu and choose **Open "LisaWrite Examples"**.

Notice the window that zooms open, and its contents, as shown. The "writing" patterns on the icon in the folder show it is a LisaWrite icon.

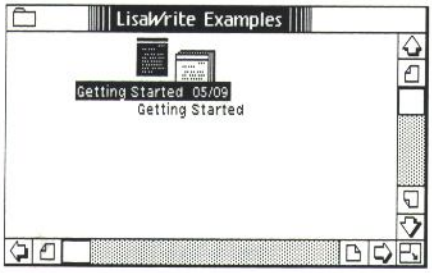


Copies of the Getting Started example are on the Getting Started stationery pad.

To Tear Off a Sheet from the Pad:

1▶ Select the Getting Started pad icon.

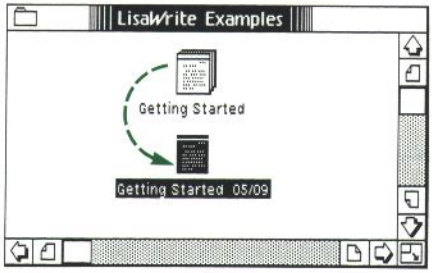
2▶ Open the **File/Print** menu and choose **Tear Off Stationery**. Wait a moment until the new document appears, as shown.



To Move the New Icon Out of the Way, to a Clear Spot in the Folder:

1▶ Place the pointer on the icon.

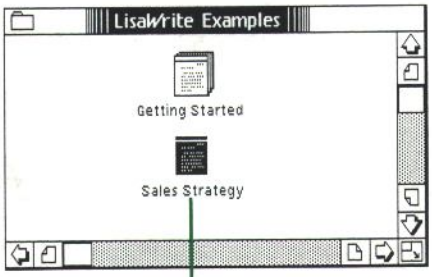
2▶ Press and hold down the mouse button and move the icon as shown; then release the mouse button.



To Rename the New Document:

1▶ Make sure the new document icon is still selected (highlighted). If you've deselected the icon by clicking elsewhere on the screen, select the icon again by clicking on it.

2▶ Type the name *Sales Strategy*. (Typing mistake? Use the Backspace key to correct it.)



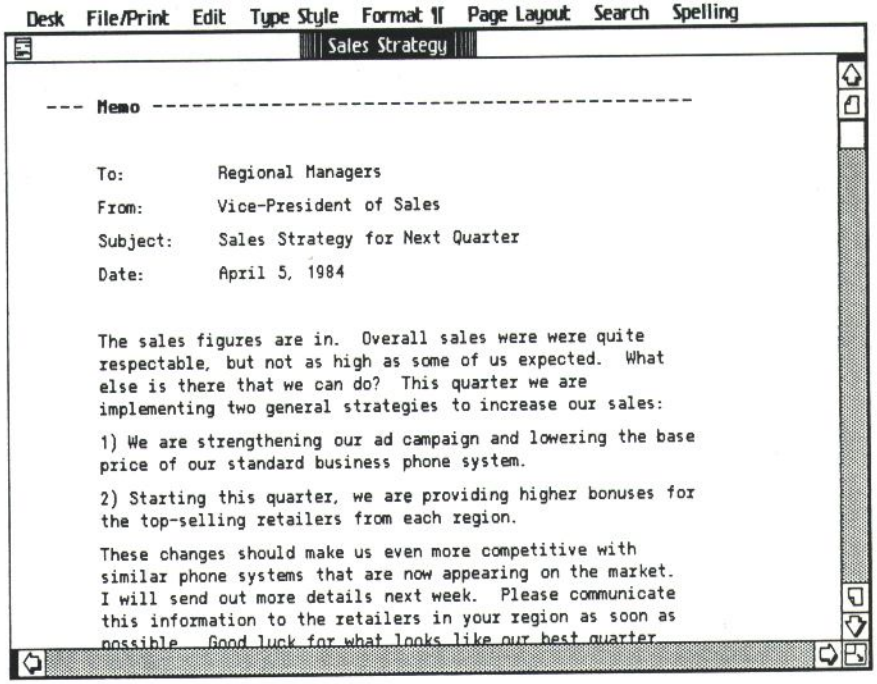
Type *Sales Strategy*

To Open the Sales Strategy Document:

1▶ Make sure the document icon is selected (highlighted).

2▶ Choose **Open "Sales Strategy"** from the **File/Print** menu.

Notice how the icon zooms open into a window.

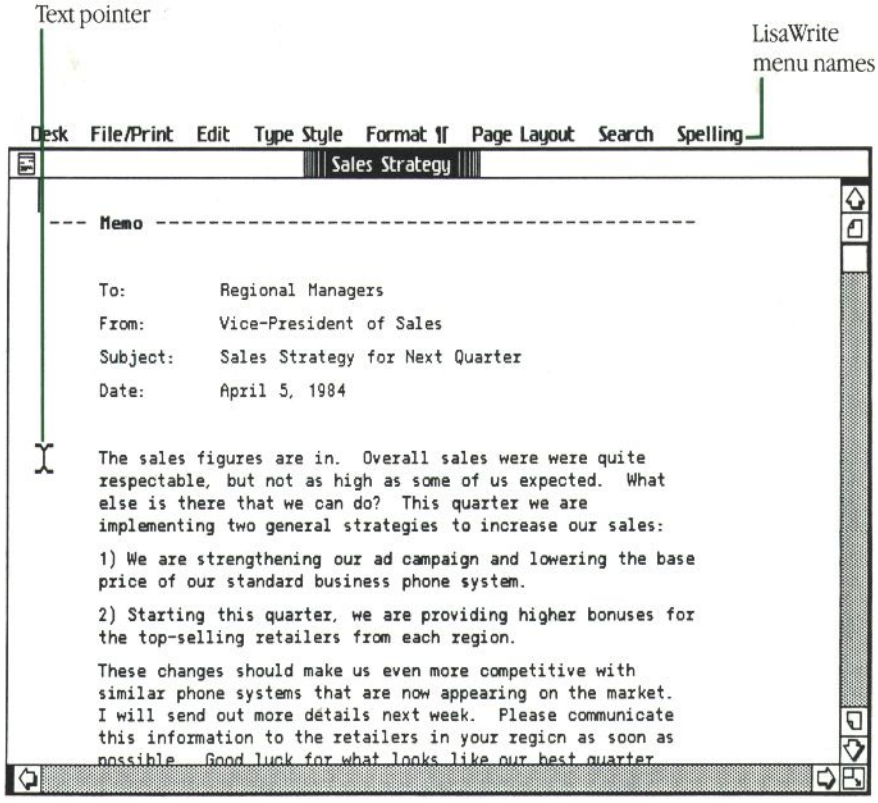

Desk File/Print Edit Type Style Format ¶ Page Layout Search Spelling
Sales Strategy
--- Memo ---
To: Regional Managers
From: Vice-President of Sales
Subject: Sales Strategy for Next Quarter
Date: April 5, 1984
The sales figures are in. Overall sales were were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our sales:
1) We are strengthening our ad campaign and lowering the base price of our standard business phone system.
2) Starting this quarter, we are providing higher bonuses for the top-selling retailers from each region.
These changes should make us even more competitive with similar phone systems that are now appearing on the market. I will send out more details next week. Please communicate this information to the retailers in your region as soon as possible. Good luck for what looks like our best quarter.

The LisaWrite Document

The Sales Strategy document is now open on your Lisa's desktop.

The LisaWrite menu names appear in the menu bar that runs across the top of the screen. Each menu contains a list of actions you can take with a LisaWrite document.

Without pressing the mouse button, move the pointer around the screen and notice how the shape of the pointer changes to an *arrow pointer,* ↖, when it's over the menu bar and to a *text pointer,* I , when it's over the LisaWrite document.


Text pointer
LisaWrite menu names
Desk File/Print Edit Type Style Format ¶ Page Layout Search Spelling
Sales Strategy
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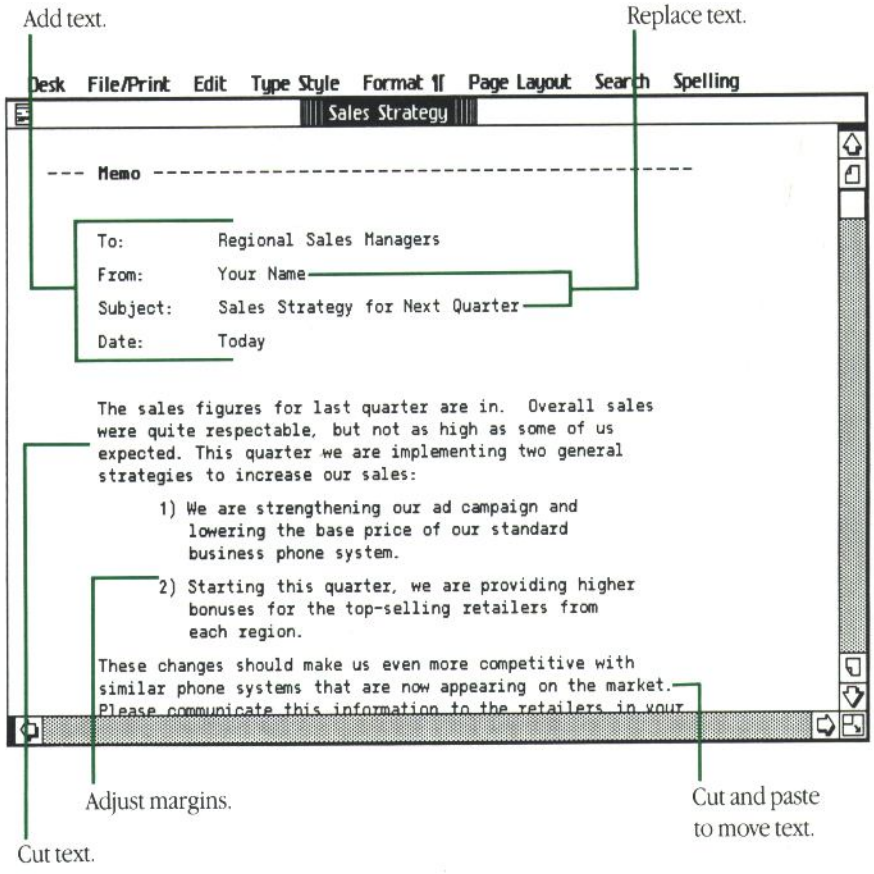
Practice with LisaWrite

Imagine you work for a fictional company called Switch-On Communications, Inc. You have a memo outlining next quarter's sales strategy that needs to go out to regional sales managers. You want to edit the memo first.

In the next several pages you will learn to

- Add text to the memo.
- Replace text in the memo.
- Cut text from the memo.
- Adjust the margins to indent text.
- Move text by first cutting it and then pasting it where you want it to go.

When you have finished, your memo will look like the one below. Compare it with the memo now on your screen.


Add text.
Replace text.
Desk File/Print Edit Type Style Format ¶ Page Layout Search Spelling
Sales Strategy
--- Memo ---
To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: Today
The sales figures for last quarter are in. Overall sales were quite respectable, but not as high as some of us expected. This quarter we are implementing two general strategies to increase our sales:
1) We are strengthening our ad campaign and lowering the base price of our standard business phone system.
2) Starting this quarter, we are providing higher bonuses for the top-selling retailers from each region.
These changes should make us even more competitive with similar phone systems that are now appearing on the market.
Please communicate this information to the retailers in your
Adjust margins.
Cut and paste to move text.
Cut text.

Selecting Text

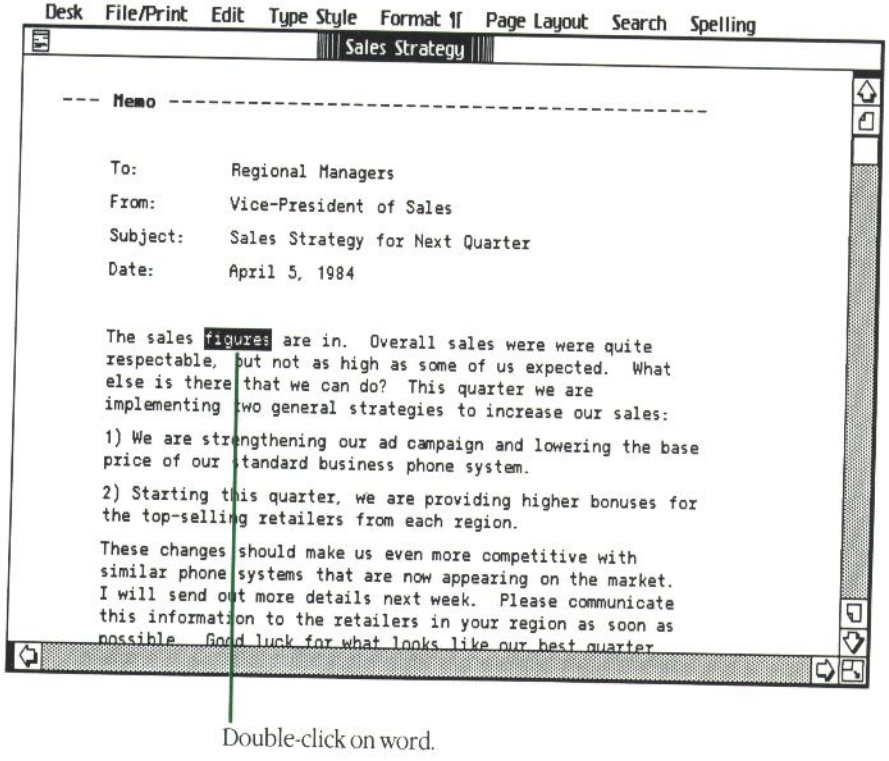
The editing you'll do requires that you first be able to select the text you want to work on. (First you select something, and then you do something to it.) Follow the steps below to learn how to quickly select

- A word.
- A paragraph.
- Text of any length, from a single character to an entire document.

1 ▶ Select (highlight) the word *figures* in the first sentence of the memo, as shown.

Here's how

Place the middle of the text pointer on the word and click twice quickly (double-click). (Word not selected? Try again. Hold the pointer still and click twice lightly and rapidly.)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These changes should make us even more competitive with similar phone systems that are now appearing on the market. I will send out more details next week. Please communicate this information to the retailers in your region as soon as possible. Good luck for what looks like our best quarter
Double-click on word.

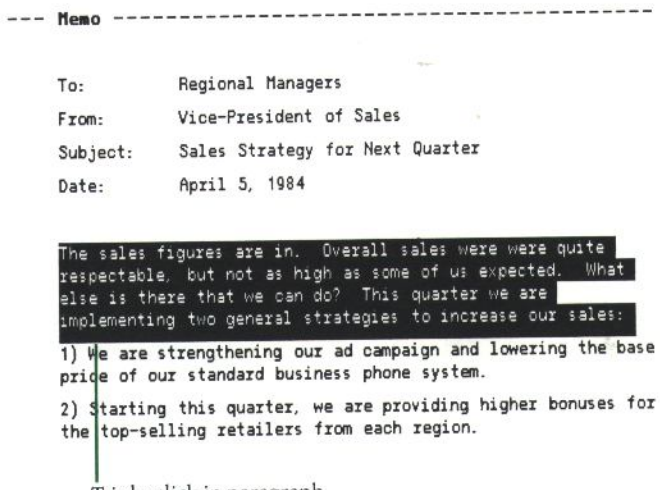
▶▶▶

2▶ Now select the whole first paragraph of the memo, as shown.

Here's how

Place the text pointer anywhere in the paragraph and click three times quickly (triple-click).

Notice how selecting something new cancels the previous selection.


--- Memo ---
To: Regional Managers
From: Vice-President of Sales
Subject: Sales Strategy for Next Quarter
Date: April 5, 1984
The sales figures are in. Overall sales were were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our sales:
1) We are strengthening our ad campaign and lowering the base price of our standard business phone system.
2) Starting this quarter, we are providing higher bonuses for the top-selling retailers from each region.

Triple-click in paragraph.

3▶ Select the second sentence of the first paragraph.

Here's how

a. Place the text pointer at the beginning of the sentence, right before the *O* in *Overall.*

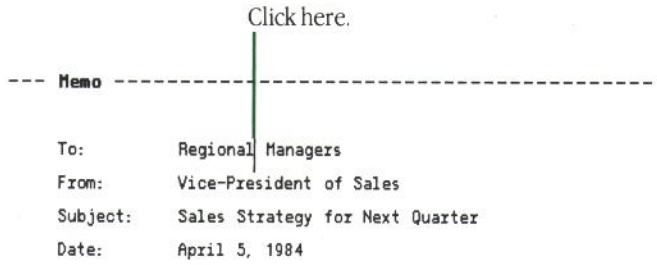
b. Hold down the mouse button and move the pointer directly to the beginning of the third sentence, right before the *W* in *What;* then release. (Selection not what you want? Just try again.)

Notice that when you selected the sentence, you didn't need to move the pointer through every word. All you needed to do was press at the beginning of the sentence, and release the mouse button at the end of it. You can select any amount of text this way.

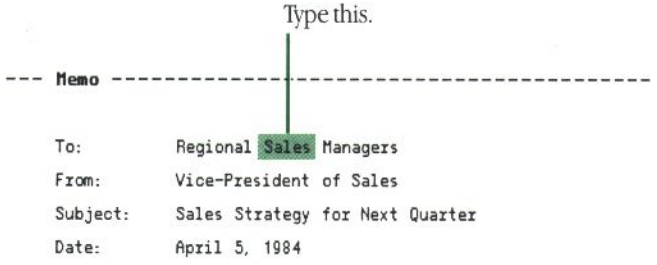
Follow the steps below to

- Insert the word *Sales* between the words *Regional Managers* in the first line of the memo.
- Insert the phrase *for last quarter* after the word *figures* in the first sentence of the memo.

1▶ Select an insertion point, a blinking vertical line, after the word *Regional* by clicking once just after the *l,* as shown. (Miss? Try again.)



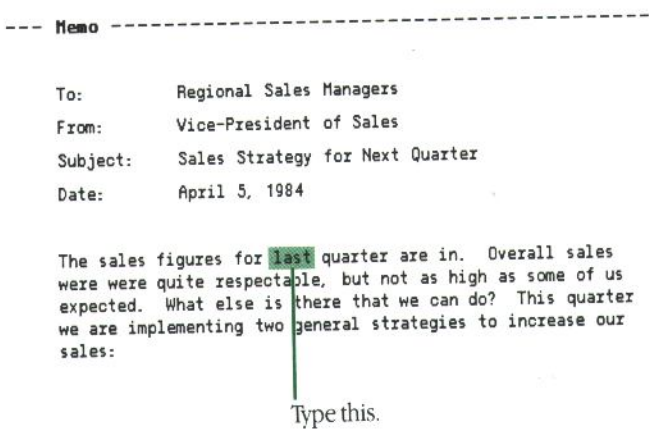
2▶ Press the space bar and type *Sales.* (Typing mistake? Use the Backspace key to correct it.)



▶▶▶

3▶ Follow the same procedure to insert the phrase *for last quarter* after the word *figures* in the first sentence of the memo, as shown.

Notice that as you type, the rest of the paragraph spacing is adjusted automatically between the left and right margins.


--- Memo ---
To: Regional Sales Managers
From: Vice-President of Sales
Subject: Sales Strategy for Next Quarter
Date: April 5, 1984
The sales figures for last quarter are in. Overall sales were were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our sales:
Type this.

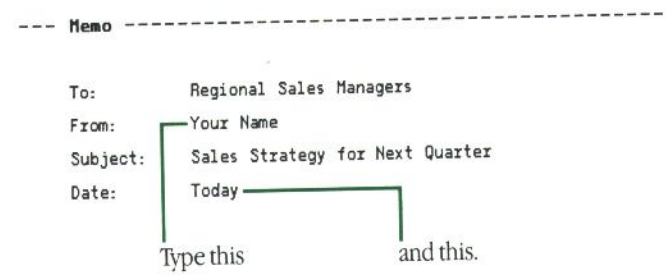
Replacing Text

Follow the steps below to replace *Vice-President of Sales* with your name, and *April 5, 1984* with today's date.

1▶ Select *Vice-President of Sales*.

2▶ Type your name and notice how it automatically replaces *Vice-President of Sales*.

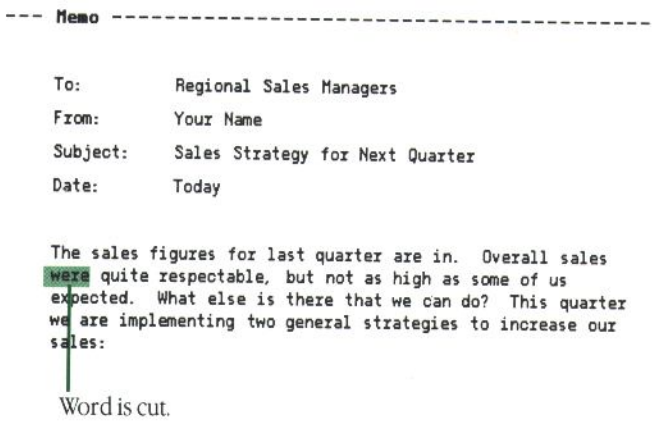
3▶ Follow the same procedure of selecting and typing to replace *April 5, 1984* with today's date.



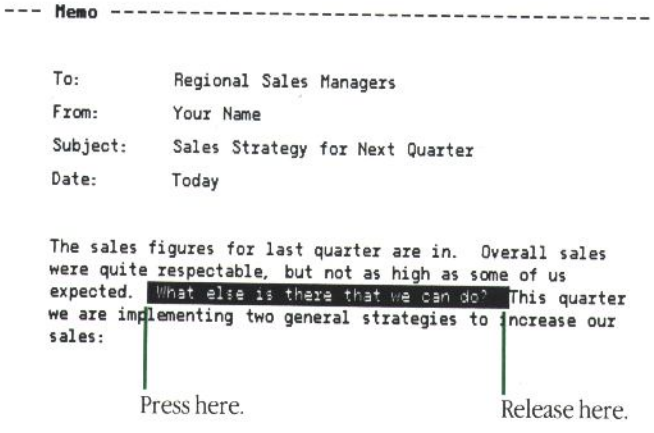
You need to cut the extra word *were* from the second sentence of the memo and then cut the entire third sentence, as described in the steps below.

1▶ Double-click to select the extra word *were* in the second sentence of the memo.

2▶ Open the **Edit** menu and choose **Cut.** (Press and hold down the mouse button on **Edit** in the menu bar; move the pointer down and release on **Cut.**) Notice that the word *were* disappears.

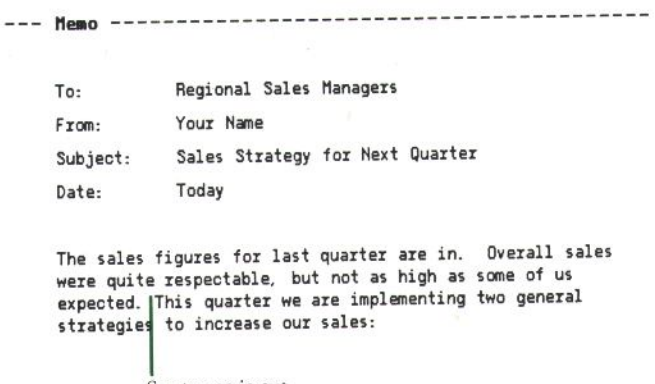

--- Memo ---
To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: Today
The sales figures for last quarter are in. Overall sales were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our sales:
Word is cut.

3▶ Select the entire third sentence of the memo, as shown. (Press and hold down the mouse button before the *W* in *What,* and release before the *T* in *This.*)


--- Memo ---
To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: Today
The sales figures for last quarter are in. Overall sales were quite respectable, but not as high as some of us expected. What else is there that we can do? This quarter we are implementing two general strategies to increase our sales:
Press here.
Release here.

▶▶▶

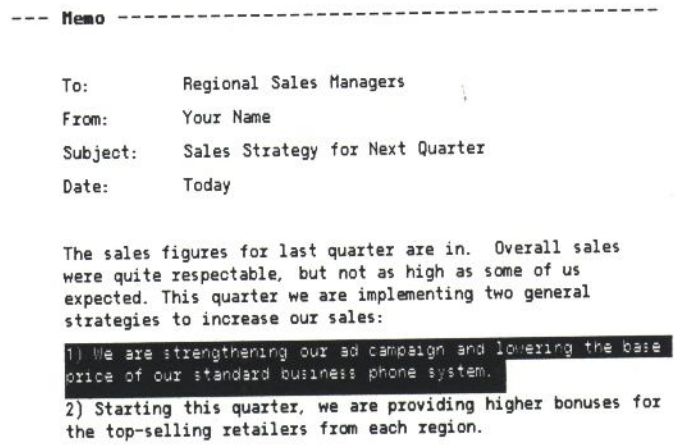
4▶ Open the **Edit** menu and choose **Cut**.


--- Memo ---
To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: Today
The sales figures for last quarter are in. Overall sales were quite respectable, but not as high as some of us expected. This quarter we are implementing two general strategies to increase our sales:
Sentence is cut.

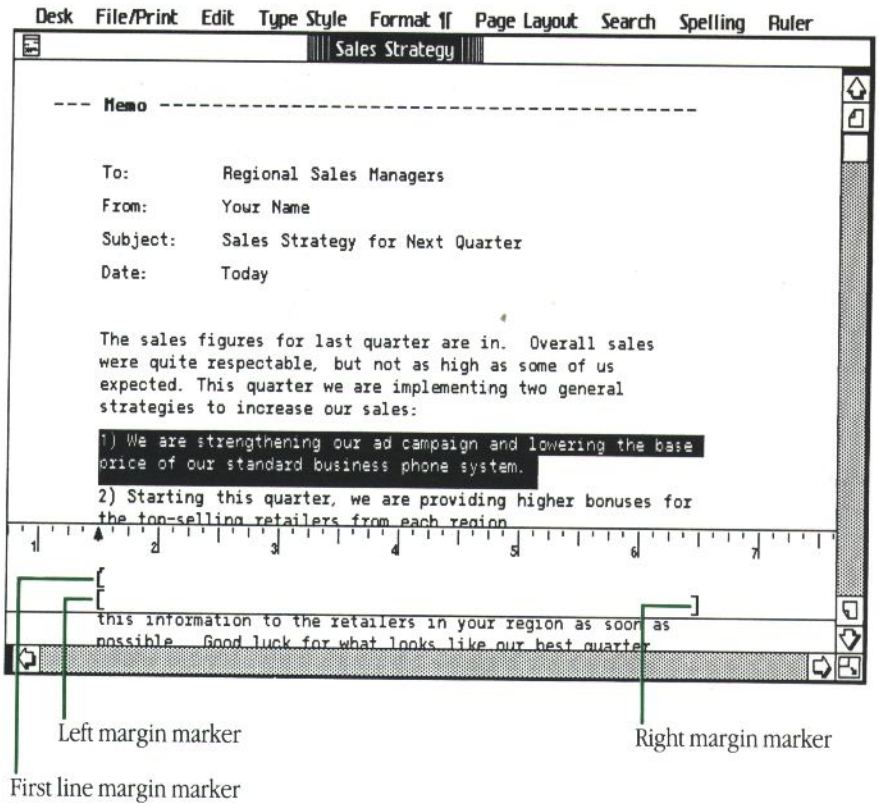
Adjusting Margins

Now you want to adjust the margins of the two numbered paragraphs of the memo so that they're indented. You start by adjusting the margins of the first numbered paragraph, as described below.

1▶ Triple-click to select the first numbered paragraph.


--- Memo ---
To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: Today
The sales figures for last quarter are in. Overall sales were quite respectable, but not as high as some of us expected. This quarter we are implementing two general strategies to increase our sales:
1) We are strengthening our ad campaign and lowering the base price of our standard business phone system.
2) Starting this quarter, we are providing higher bonuses for the top-selling retailers from each region.

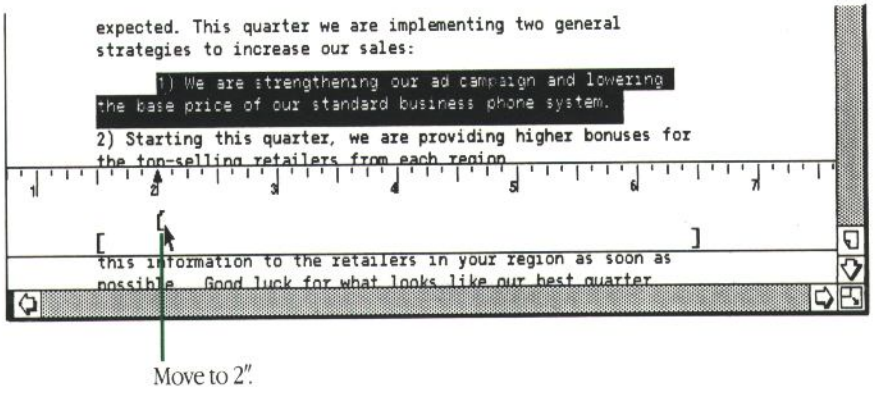
2▸ Open the **Format** menu and choose **Show Margin/Tab Ruler**.


Desk File/Print Edit Type Style Format ¶f Page Layout Search Spelling Ruler
Sales Strategy
--- Memo ---
To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: Today
The sales figures for last quarter are in. Overall sales were quite respectable, but not as high as some of us expected. This quarter we are implementing two general strategies to increase our sales:
1) We are strengthening our ad campaign and lowering the base price of our standard business phone system.
2) Starting this quarter, we are providing higher bonuses for the top-selling retailers from each region.
this information to the retailers in your region as soon as possible. Good luck for what looks like our best quarter
Left margin marker
Right margin marker
First line margin marker

Notice the ruler that appears on your document. The three small brackets on the bottom half of the ruler are called *margin markers*. They show where the margins for the selected paragraph are currently set. The notched left bracket, [, marks the left margin of the first line of the paragraph, the left bracket, [, marks the left margin of the remaining lines, and the right bracket,], marks the right margin of the paragraph.

▶▶▶

3▶ Adjust the first line margin marker, [, to 2 inches, as shown.


expected. This quarter we are implementing two general
strategies to increase our sales:
1) We are strengthening our ad campaign and lowering
the base price of our standard business phone system.
2) Starting this quarter, we are providing higher bonuses for
the top-selling retailers from each region.
this information to the retailers in your region as soon as
possible. Good luck for what looks like our best quarter
Move to 2".

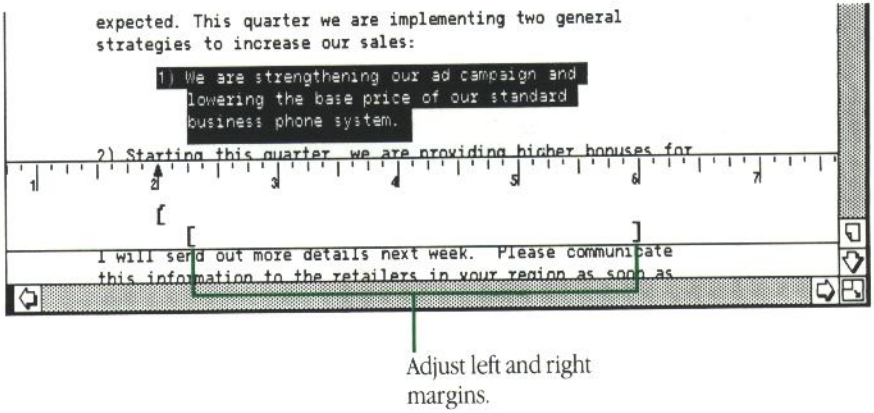
Here's how

a. Place the tip of the pointer on the notched left bracket.

b. Press and hold down the mouse button and move the marker to the right, just under the 2-inch mark; then release the mouse button. (Didn't get it right the first time? Just try again.)

   Notice how the first line of the paragraph immediately adjusts to the new margin setting.

4▶ Follow the same procedure to adjust the left margin marker, [, to 2¼ inches, and the right margin marker,], to 6 inches, as shown.

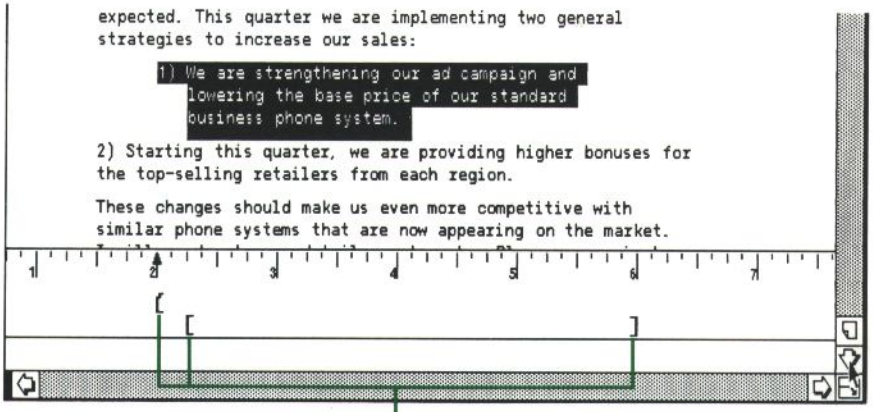

expected. This quarter we are implementing two general
strategies to increase our sales:
1) We are strengthening our ad campaign and
lowering the base price of our standard
business phone system.
2) Starting this quarter, we are providing higher bonuses for
I will send out more details next week. Please communicate
this information to the retailers in your region as soon as
Adjust left and right
margins.

5▶ To adjust the margins of the second numbered paragraph, you first need to scroll it into view.

Here's how

a. Place the pointer on the bottom scroll arrow of the vertical scroll bar. The arrow is pointing down, in the direction you want to see.

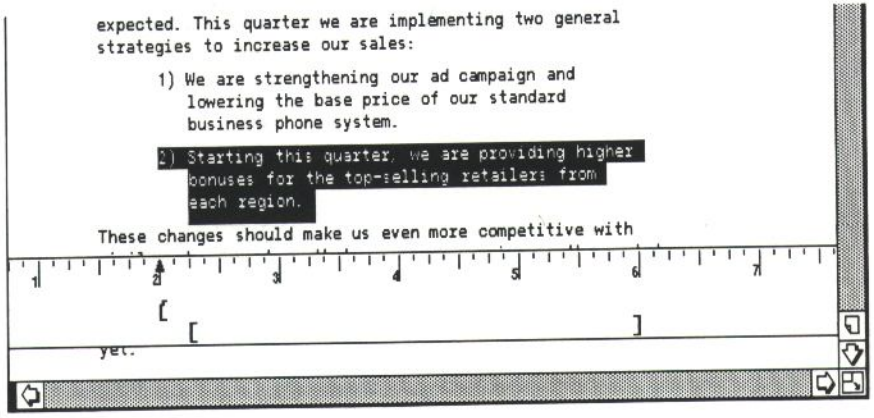
b. Press and hold down the mouse button until you see the second numbered paragraph, as shown.


expected. This quarter we are implementing two general
strategies to increase our sales:
1) We are strengthening our ad campaign and
lowering the base price of our standard
business phone system.
2) Starting this quarter, we are providing higher bonuses for
the top-selling retailers from each region.
These changes should make us even more competitive with
similar phone systems that are now appearing on the market.
1
2
3
4
5
6
7

Adjust all margins.

▶▶▶

6▸ Now select the second numbered paragraph and adjust its margins to the same setting as the first numbered paragraph. Adjust the first line margin to 2 inches, the left margin to 2¼ inches, and the right margin to 6 inches.


expected. This quarter we are implementing two general strategies to increase our sales:
1) We are strengthening our ad campaign and lowering the base price of our standard business phone system.
2) Starting this quarter, we are providing higher bonuses for the top-selling retailers from each region.
These changes should make us even more competitive with
yet.

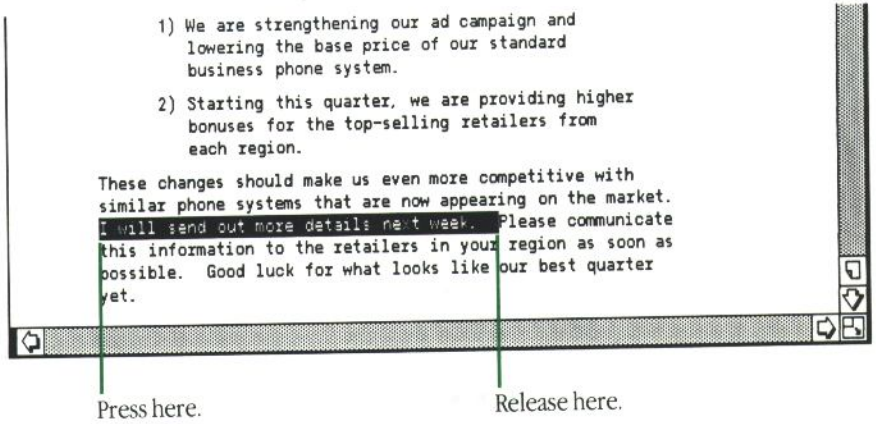
7▸ When you've finished, open the **Format** menu and choose **Hide Margin/Tab Ruler**.

Moving Text by Cutting and Pasting

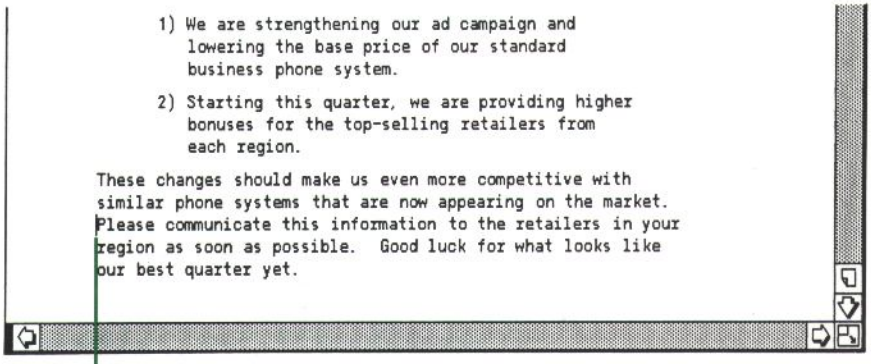
You need to switch the second and third sentences in the last paragraph. You'll do this the same way you would move text if you were working with paper—by cutting and pasting.

1▸ If you cannot see the entire last paragraph of the memo, scroll it into view using the bottom scroll arrow of the vertical scroll bar.

2▸ Select the second sentence of the last paragraph, as shown. (Press and hold down the mouse button before *I*, and release the mouse button before the *P* in *Please*.)

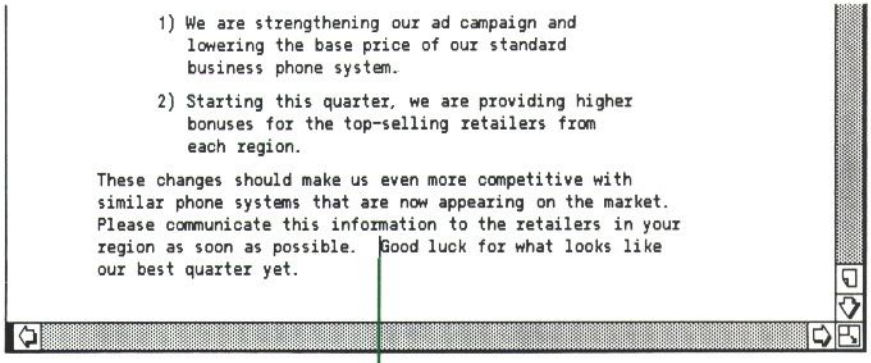

1) We are strengthening our ad campaign and lowering the base price of our standard business phone system.
2) Starting this quarter, we are providing higher bonuses for the top-selling retailers from each region.
These changes should make us even more competitive with similar phone systems that are now appearing on the market. I will send out more details next week. Please communicate this information to the retailers in your region as soon as possible. Good luck for what looks like our best quarter yet.
Press here.
Release here.

3▸ Open the **Edit** menu and choose **Cut**.


1) We are strengthening our ad campaign and
lowering the base price of our standard
business phone system.
2) Starting this quarter, we are providing higher
bonuses for the top-selling retailers from
each region.
These changes should make us even more competitive with
similar phone systems that are now appearing on the market.
Please communicate this information to the retailers in your
region as soon as possible. Good luck for what looks like
our best quarter yet.

Sentence is cut.

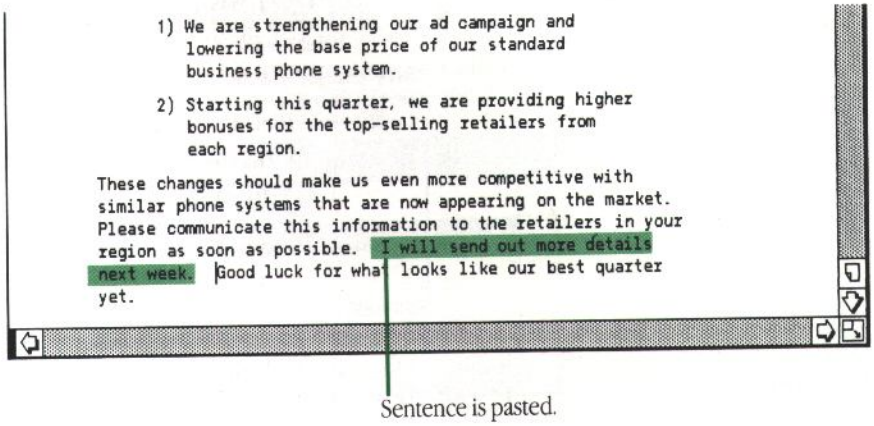
4▸ Select an insertion point before the last sentence of the last paragraph, where you want the cut sentence to be pasted. (Click just before the *G* in *Good,* as shown.)


1) We are strengthening our ad campaign and
lowering the base price of our standard
business phone system.
2) Starting this quarter, we are providing higher
bonuses for the top-selling retailers from
each region.
These changes should make us even more competitive with
similar phone systems that are now appearing on the market.
Please communicate this information to the retailers in your
region as soon as possible. Good luck for what looks like
our best quarter yet.

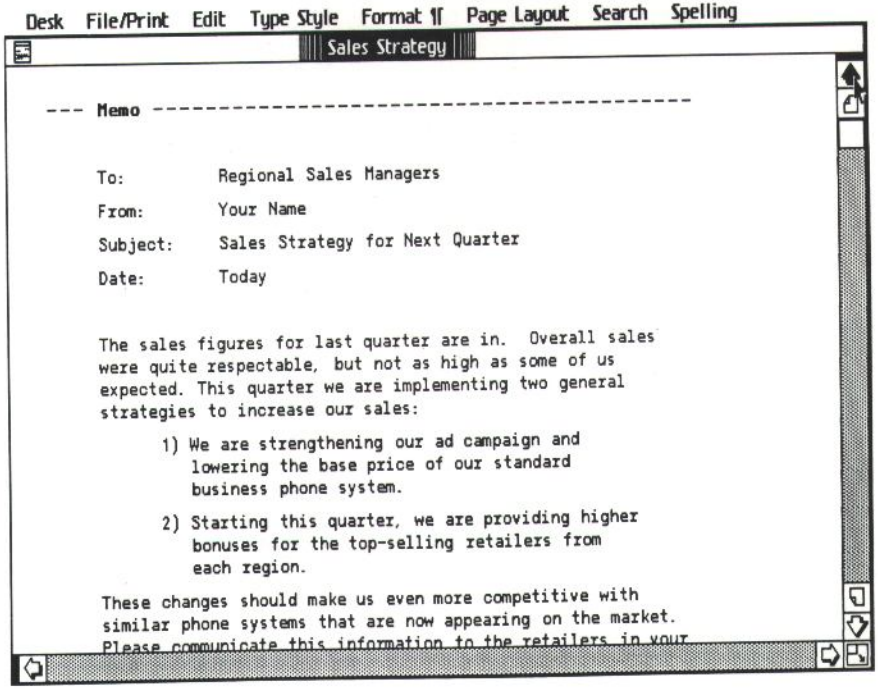
Click here.

▶▶▶

5▸ Open the **Edit** menu and choose **Paste**. Notice how the sentence you cut is pasted into place. (Sentence pasted in the wrong place? Open the **Edit** menu and choose **Undo Last Change**. Then go back to step 4 and try again.)


1) We are strengthening our ad campaign and
lowering the base price of our standard
business phone system.
2) Starting this quarter, we are providing higher
bonuses for the top-selling retailers from
each region.
These changes should make us even more competitive with
similar phone systems that are now appearing on the market.
Please communicate this information to the retailers in your
region as soon as possible. I will send out more details
next week. Good luck for what looks like our best quarter
yet.
Sentence is pasted.

6▸ Your memo is now complete. Scroll back up to the top of the memo using the top scroll arrow of the vertical scroll bar.


Desk File/Print Edit Type Style Format ¶f Page Layout Search Spelling
Sales Strategy
--- Memo ----------
To: Regional Sales Managers
From: Your Name
Subject: Sales Strategy for Next Quarter
Date: Today
The sales figures for last quarter are in. Overall sales
were quite respectable, but not as high as some of us
expected. This quarter we are implementing two general
strategies to increase our sales:
1) We are strengthening our ad campaign and
lowering the base price of our standard
business phone system.
2) Starting this quarter, we are providing higher
bonuses for the top-selling retailers from
each region.
These changes should make us even more competitive with
similar phone systems that are now appearing on the market.
Please communicate this information to the retailers in your

Printing Your Document

You can now print the LisaWrite document you've been working on if you want to. For guidelines on printing, refer to Printing Your Document, in Chapter 3 of the *Lisa Office System* manual.

Putting Your Document Away

Now that you've finished working on your document, follow the steps below to put it away. Even if you chose to print your document and it's still printing, you can continue to use your Lisa to do other work.

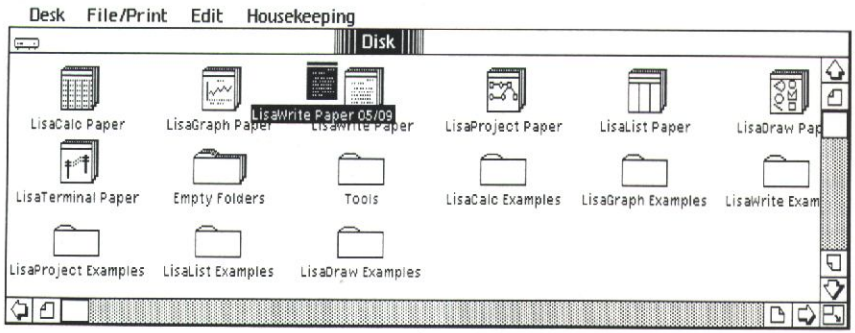
1▶ Open the **File/Print** menu and choose **Save & Put Away.** (Is the **Save & Put Away** menu item dim? Then you need to click the document to activate the window.)

Notice how the window zooms down to become a document icon and returns to its filing home in the LisaWrite Examples folder.

Starting from Scratch

To start a new document, you need to get a piece of LisaWrite stationery, as described below. Blank LisaWrite stationery is in a pad called LisaWrite Paper, in the disk window.

1▶ Tear off a sheet from the LisaWrite Paper pad at the top of the disk window. (Select the pad icon; open the **File/Print** menu and choose **Tear Off Stationery.**)



2▶ Don't worry right now about moving the new document out of the way. Change its name to *Monthly Goals.* (Make sure the icon is selected; then type.)

3▶ Open the piece of LisaWrite paper you named Monthly Goals as you would any document. (Open the **File/Print** menu and choose **Open "Monthly Goals".**)

▶▶▶

4▶ Once the blank piece of LisaWrite stationery appears, you are ready to begin typing. Some things you should know about typing into a LisaWrite document are described in the next several pages.

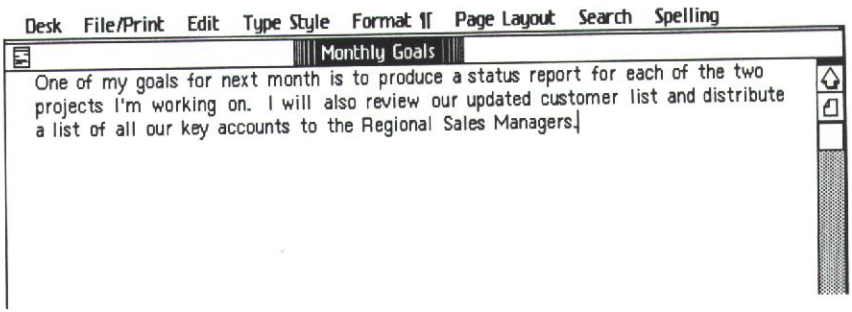
Starting a New LisaWrite Document

There are several nice things to know about typing into a LisaWrite document:

- When you're typing, you don't have to press the Return key at the end of each line, as you do when using a typewriter. As you type along, LisaWrite automatically "wraps" your words down to the next line for you. This feature is called *word wrap*. You only need to press Return when you want to start a new paragraph.
- You can correct typing mistakes quickly. Even if you find a typing mistake after typing several sentences, you can correct the mistake quickly and then resume typing where you left off.

These features are illustrated in the steps below.

1▶ Type a few sentences, or, if you're unfamiliar with typing, just type anything, pressing the space bar now and then. Don't press the Return key, but type enough so you can see how the words automatically wrap around to the next line once you reach the right margin that's set for your blank LisaWrite paper.


Desk File/Print Edit Type Style Format ¶ Page Layout Search Spelling
Monthly Goals
One of my goals for next month is to produce a status report for each of the two projects I'm working on. I will also review our updated customer list and distribute a list of all our key accounts to the Regional Sales Managers.

2▶ After you have typed a few lines of text, press the Return key and type a little more.

Notice how pressing Return begins a new paragraph.

3▶ Now let's suppose you made a typing mistake somewhere in the first line of text you typed, and that you just noticed it. Move the pointer to the very right of the wrong letter and click once to select an insertion point, as shown. If you've typed something different from what's shown below, just click once after any letter in the first line. (Insertion point not where you want it? Try again; hold the text pointer still when you click.)

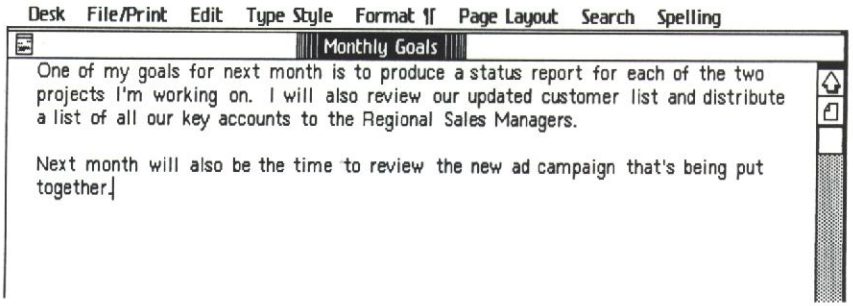
4▶ Press the Backspace key to delete, or erase, the mistake. (Did pressing Backspace delete more than just one letter? You probably held down the Backspace key too long. To retrieve the extra letters you deleted, hold down the Shift key, and press the Backspace key.)

Note: Holding down any key will cause it to repeat automatically. This feature is called *auto repeat.*

5▶ Now that the wrong letter has been deleted, type in the correct one.

6▶ To resume typing where you left off, move the text pointer to the right of the last letter in the document and click the mouse button to select an insertion point.

7▶ Now if you want to type some more, just type. Experiment—try different things. Press and hold down the mouse button and move across the menu bar. Look at what's in all your menus. If you want specific information on something, look in Chapter 3, LisaWrite Reference, or check the Index.


Desk File/Print Edit Type Style Format ¶ Page Layout Search Spelling
Monthly Goals
One of my goals for next month is to produce a status report for each of the two projects I'm working on. I will also review our updated customer list and distribute a list of all our key accounts to the Regional Sales Managers.
Next month will also be the time to review the new ad campaign that's being put together.

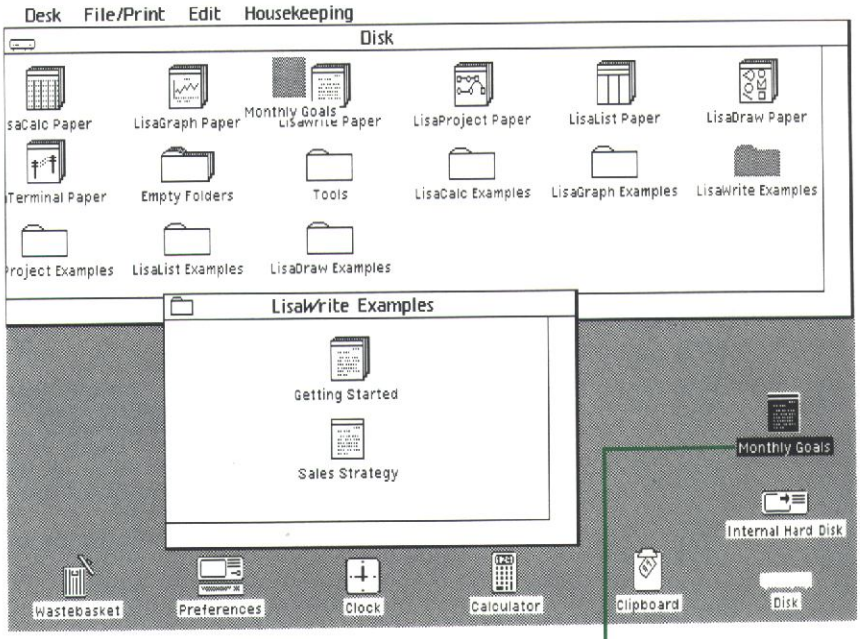
Finishing Up

It's a good idea to save all your documents and clear off your Lisa's desktop at least once a day. The steps below illustrate one of the many ways you can manage things on the desktop.

Note: When you are connecting, disconnecting, moving, or servicing equipment, you must turn off the power. Normally, however, turn off your Lisa only at the end of each week. Always leave your external disk drive, if you have one, turned on.

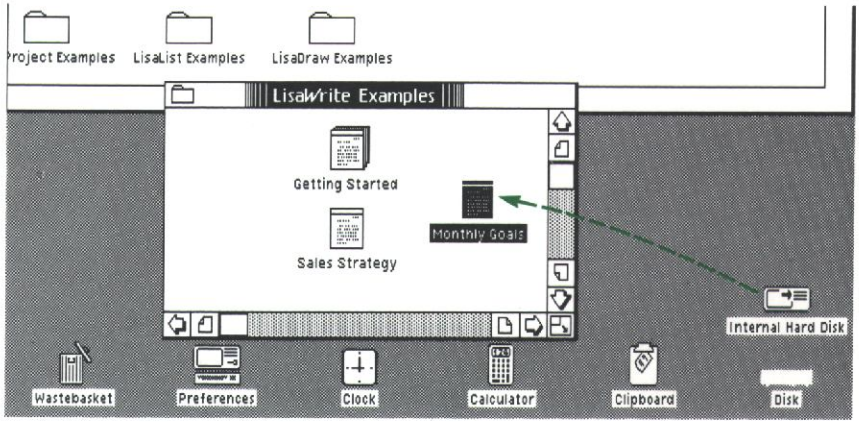
1▶ Open the **File/Print** menu and choose **Set Aside "Monthly Goals"**. Notice how the document is set aside as an icon on the desktop.

Note: When you're working with several documents at the same time, it's often convenient to keep some of them set aside on the desktop, where you can get to them easily.



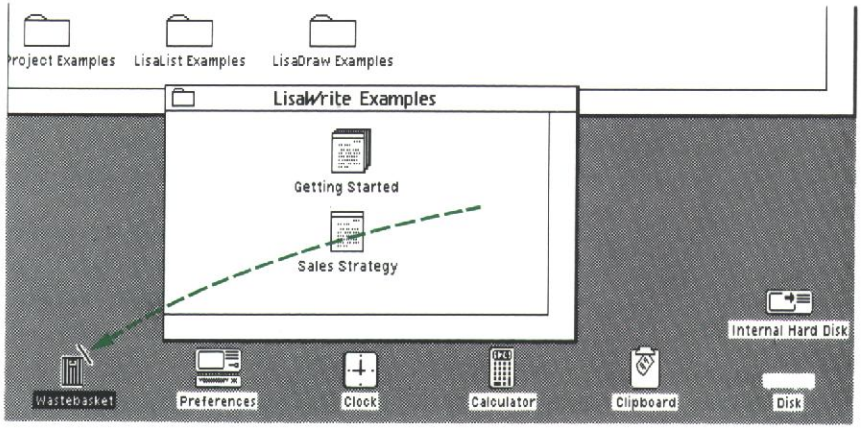
Monthly Goals is set aside.

2▶ If you want to file the Monthly Goals document in a new place, move it to a clear area in the LisaWrite Examples folder, as shown. (Press and hold down the mouse button with the pointer on the icon, move the icon, and release the mouse button when the icon is where you want it.)



3▶ If you want to throw away the Monthly Goals document, move it to the Wastebasket icon. When the document icon is on the Wastebasket and the Wastebasket icon highlights, release the mouse button and wait for the document to be deposited.

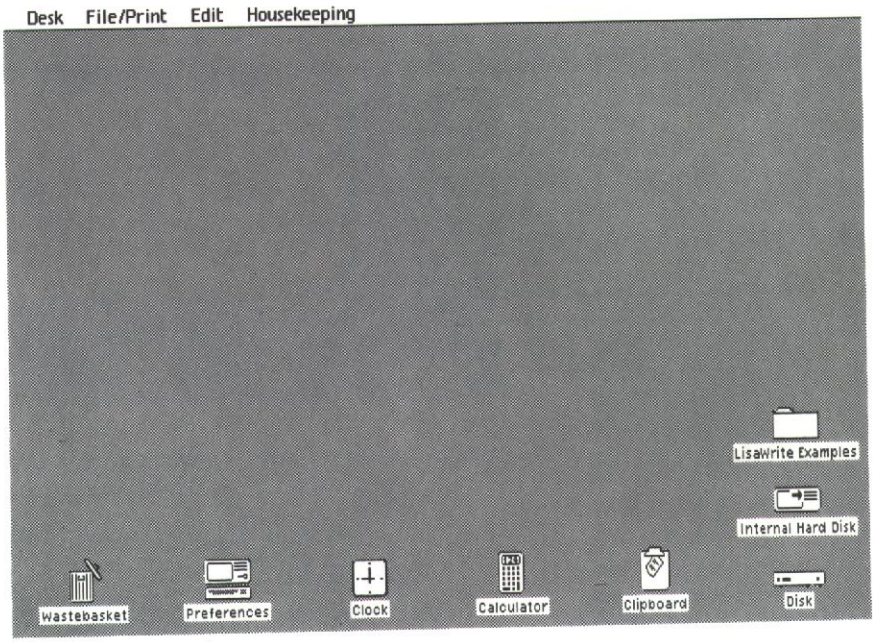
Note: You can retrieve the last document you've thrown away by opening the Wastebasket icon and moving the document back out.



▶▶▶

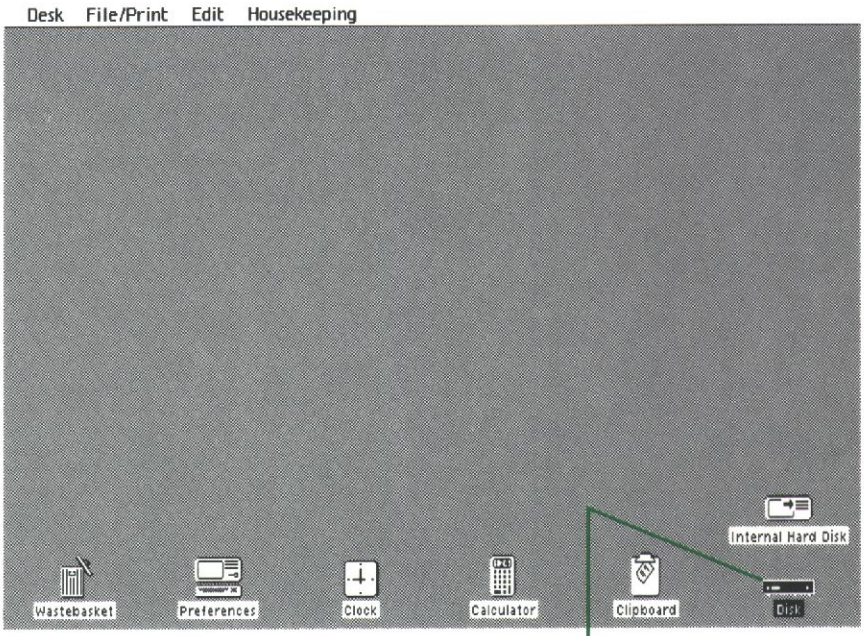
4 ▶ Now set aside both the LisaWrite Examples folder and the disk window; open the **File/Print** menu and choose **Set Aside Everything**.

Notice that both the folder and Disk icons are now set aside on the desktop.



5▶ You can put the LisaWrite Examples folder back in its filing home in the disk even when the disk window is closed. To do so, select the LisaWrite Examples folder, open the **File/Print** menu, and choose **Save & Put Away "LisaWrite Examples"**.

Note: If you want to deselect a selected icon, click once when the pointer is not over the icon.



Folder is saved and put away.

6▶ When you are ready to work on something else, just open the Disk icon again. When you want to turn off the Lisa's power—for example, over the weekend—press the lit on-off button.

When you turn on the Lisa again, all your documents will reappear just as you left them when you turned off the Lisa, including documents you may have left open on the desktop. Always leave the external disk drive, if you have one, turned on.

Using LisaWrite

You now have the basic skills needed to produce your own LisaWrite documents. Because the concepts for using each Lisa tool are the same, you also have some of the skills needed to use other Lisa tools—LisaCalc, LisaDraw, LisaGraph, LisaList, and LisaProject.

To learn more about LisaWrite, go on to Chapter 2, Using LisaWrite. If you have questions about specific LisaWrite features or menus, refer to Chapter 3, LisaWrite Reference.

For answers to questions about the Lisa desktop, on which LisaWrite and other Lisa tools work, see the *Lisa Office System* manual.

Chapter 2

Using LisaWrite

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41 **LisaWrite Essentials**
41 Before You Begin
42 The LisaWrite Window
43 Basic Operations with LisaWrite
44 Starting a New Document
45 Revising an Existing Document
45 Split Views in a Document

47 **Selecting**

49 **Revising**
49 Changing the Type Style of Text
50 Deleting Text
51 *Deleting Text Using the Backspace Key*
51 *Deleting Text Using* ***Cut***
52 Moving Text
51 *More About Moving Text*
53 Copying Text
55 *More About Copying Text*
55 Replacing Current Text with New Text

56 **Searching for Text**
56 Finding Specific Text
56 *Finding Text*
57 *Matching or Ignoring Capitalization*
58 *Finding Variable Text*
59 Finding and Changing Specific Text

60 **Changing the Appearance of Paragraphs**
61 Setting Line Spacing
62 Setting Paragraph Spacing
63 Copying Paragraph Style
65 Adjusting Paragraph Alignment

66 **Setting Margins and Tabs**
67 Using the Margin/Tab Ruler
68 Using Tabs
70 *Tab Alignment*
72 *Clearing and Moving Tabs*
74 *Tab Fill Patterns*

75 **Changing the Appearance of Pages**
76 Using the Page Ruler
76 Previewing Pages As They Will Print

77 Setting Top and Bottom Margins
79 Adding Headers and Footers
82 Adding Page Numbers
84 Starting a New Page
86 Keeping Text Together on the Same Page

86 Checking and Correcting Spelling in a Document
87 Checking the Spelling of Words
89 Editing the Personal Dictionary
90 Adding Words to the Personal Dictionary

92 LisaWrite and Other Tools
92 Copying a List, Table, or Spreadsheet
95 Copying a Drawing, Graph, or Chart
97 Copying from LisaWrite into LisaTerminal
98 Copying from LisaTerminal into LisaWrite

LisaWrite Essentials

The information on the following pages explains LisaWrite concepts and describes the LisaWrite screen, menus, and pointer shapes. You will also find information on how to split views and a description of how LisaWrite text, paragraphs, and pages are related.

Before You Begin

Before you begin this chapter, be sure you've gone through Chapter 1, Learning LisaWrite, which gives you practice working with a LisaWrite document. You should now feel comfortable with special terms, such as *selecting* and *choosing,* used in reference to the Lisa.

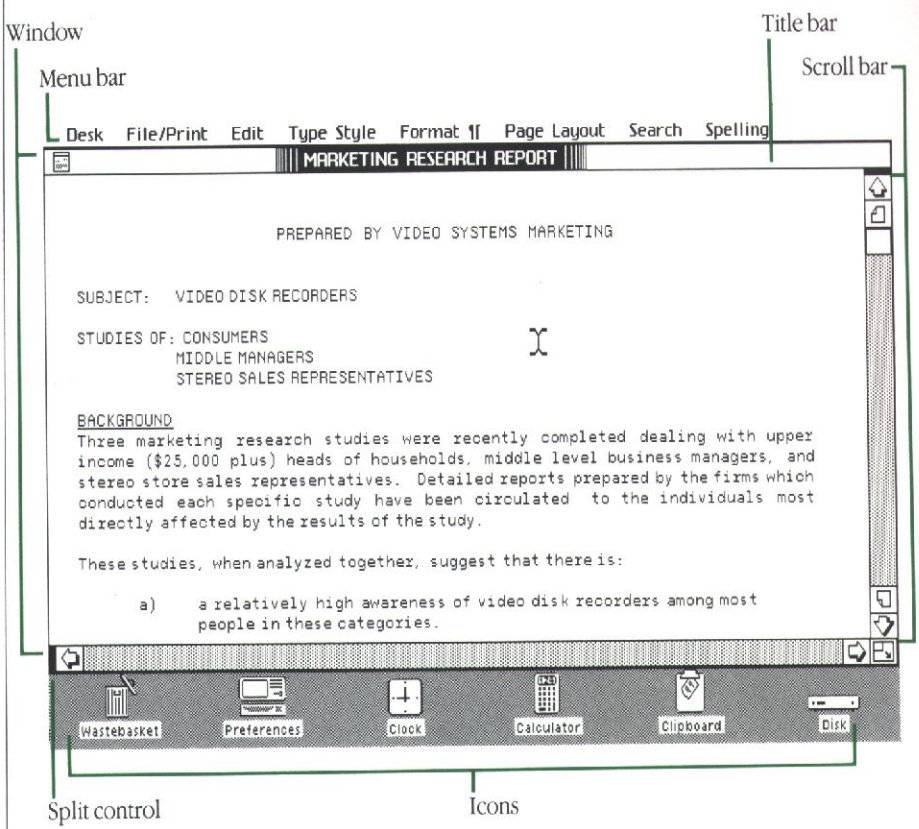
Procedures you should understand before beginning this chapter include the following:

- How to move the pointer around the screen using the mouse.
- How to open menus and choose menu items.
- How to select text or objects on the screen.
- How to open and save documents.
- How to change the size of a window and how to move a window around on the desktop.
- How to scroll the window to see different parts of the document.

If you need help, or if you want to refresh your memory, now is a good time to review LisaGuide once more. Refer also to Chapter 3, Basic Operations, in the *Lisa Office System* manual.

The LisaWrite Window

When you work on LisaWrite documents, the desktop of your Lisa looks something like this:


Window
Title bar
Scroll bar
Menu bar
Desk File/Print Edit Type Style Format ¶ Page Layout Search Spelling
MARKETING RESEARCH REPORT
PREPARED BY VIDEO SYSTEMS MARKETING
SUBJECT: VIDEO DISK RECORDERS
STUDIES OF: CONSUMERS
MIDDLE MANAGERS
STEREO SALES REPRESENTATIVES
BACKGROUND
Three marketing research studies were recently completed dealing with upper income ($25,000 plus) heads of households, middle level business managers, and stereo store sales representatives. Detailed reports prepared by the firms which conducted each specific study have been circulated to the individuals most directly affected by the results of the study.
These studies, when analyzed together, suggest that there is:
a) a relatively high awareness of video disk recorders among most people in these categories.
Wastebasket
Preferences
Clock
Calculator
Clipboard
Disk
Split control
Icons

The window displays the contents of an open document. The title bar shows the document's title. The menu bar shows the names of the available menus. The scroll bars contain view controls that allow you to move the document within the window, and the split controls allow you to split views of a document.

A LisaWrite document contains:

- Text,
- Paragraphs, and
- Pages.

Text consists of one or more characters, including letters, numbers, symbols, and punctuation. Invisible characters such as spaces, tabs, and paragraph returns are also text.

A paragraph consists of any text that ends with a Return. A paragraph can consist of one character, one word, a line of text, or many lines of text. In LisaWrite, a Return by itself is also considered a paragraph.

A paragraph is all the text up until the next
Return character. (Return)
It can be one line long. (Return)
Or it can be many, many, many, many, many,
many, many, many, many, many, many,
many, many, many, many, many, many,
many, many, many, many, many, many,
many lines long. (Return)
Two Returns in a row create an "empty" paragraph
between them. (Return)
(Return)

Each paragraph has features associated with it, such as margins, tab stops, and line spacing. Paragraphs also have automatic *word wrap:* any word that extends past the right margin is automatically moved down to start a new line at the left margin. This means that you don't press the Return key at the end of a line as you do on a typewriter. You only press Return when you want to start a new paragraph.

A page is made up of all the text that prints on one piece of paper. Blank pages can also be printed. LisaWrite offers special formatting features for pages, including page length, page numbers, top and bottom margins, and headers and footers. See Starting a New Page for how to control where text ends on a page.

Revising an Existing Document

You can reopen a document any time after you have saved it and put it away, or set it aside temporarily.

To Open an Existing Document:

1▶ Open the Disk icon by clicking twice on it.

2▶ If the document is in a folder, open the folder by clicking twice on its icon.

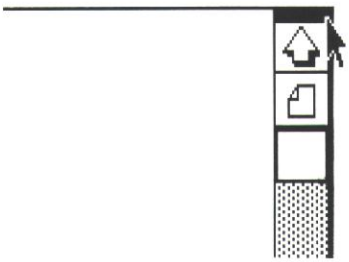
3▶ Open the document by clicking twice on its icon.

Split Views in a Document

When you want to see different sections of a document at the same time, you can split the document's window into two or more views; then the separate views can be scrolled independently. You can split views horizontally, vertically, or both ways at the same time.

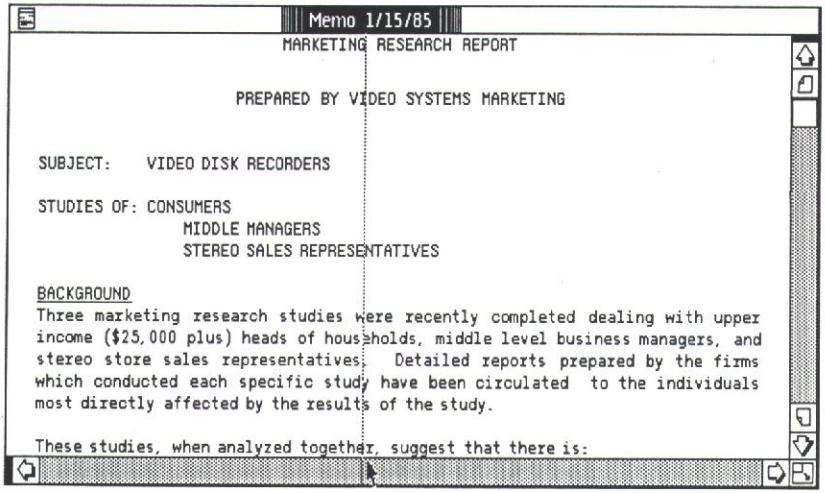
To Split a Document's View Horizontally:

1▶ Move the pointer to the vertical split view control, at the top of the vertical scroll bar.



▶▶▶

2▶ Click and drag to the right until the flickering outline is where you want it, and then release the mouse button.


Memo 1/15/85
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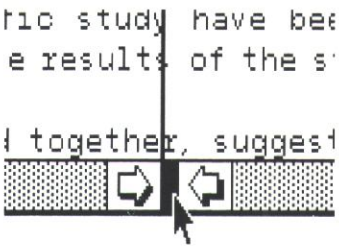
These studies, when analyzed together, suggest that there is:

To Close a View That Has Been Split:

1▶ Move the pointer to the split control of the view you want to close.



2▶ Click and drag, pulling the edge of the split view in the appropriate direction to close the view.

Selecting

In LisaWrite, you select text before you change it. Text that has been selected is highlighted on the screen, but the highlighting doesn't print.

When you click the mouse button to indicate the place where you want LisaWrite to insert text, a blinking vertical bar appears. This is where the next typed character will appear. This vertical bar is called the *insertion point*. When you select an insertion point, any previously selected text is deselected and the text pointer temporarily disappears. The text pointer reappears when you move the mouse.

If you try to select a point at the bottom of a document or in a blank area and can't select it, then there is no text there to be selected. You can place the insertion point after the last character of text and press Return to move it down the screen, or you can press Tab or the space bar to move to the right across a blank line.

After selecting text, you can type new text to replace the selection or you can choose a menu item to edit or format the text. For example, to replace a misspelled word with the correct text, just select the word and then type it correctly.

Selecting a number of lines of text will sometimes cause the document to scroll in the window.

Table 1 explains how to select a point of insertion, one or more characters, a word, a paragraph, or a text passage of any length.

To Select Text:

Table 1. Selecting Text in LisaWrite

To Select	Do the Following
Insertion point	Move the pointer to the location and click the mouse button.
One or more characters	(1) Move the pointer to the left of the first character. (2) Press and hold the mouse button. (3) Drag through to the last character and release the mouse button.
One word	Move the pointer to the word and click the mouse button twice.
Several words	(1) Move the pointer just to the left of the first word to be selected. (2) Hold the mouse button down, and drag the pointer through the words to be selected. (3) Release the mouse button.
A paragraph	Place the pointer in the desired paragraph and click the mouse button three times.
Several paragraphs	(1) Place the pointer in the first paragraph to be selected. (2) Click the mouse button three times, continue holding the mouse button down, and drag the pointer down through the additional paragraphs to be selected. (3) Release the mouse button.

Table 1. Selecting Text in LisaWrite, continued

To Select	Do the Following
Select everything	Open the **Edit** menu and choose **Select All of Document.**
Extend the current selection	(1) Move the pointer to the end of the text you want to include in the current selection. (2) Hold the Shift key down and click the mouse button. (3) Release the Shift key.

Revising

Once you have created a document, there are certain basic procedures you are likely to go through when you want to revise it. This section describes these procedures, which include

- Changing the typestyle of text.
- Removing text from a document.
- Moving text from one place to another.
- Copying text from one place to another.
- Replacing current text with new text.
- Finding one or all occurrences of a specific section of text.
- Changing text once you have found it.
- Undoing the last change you made.
- Undoing all the changes you have made to the whole document since the last time you saved it.

Changing the Typestyle of Text

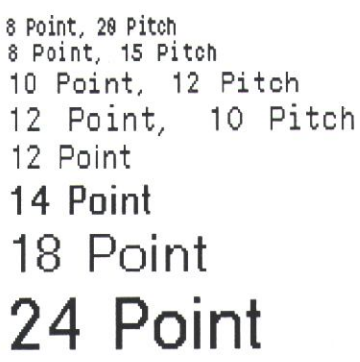
You can use any of the available typestyles for any of the text in your document. You can mix typestyles within the same document. Typestyle has three aspects: Font, size, and appearance.

- Two fonts are available: Classic and Modern. Font refers to the appearance of the character. Classic type has serifs, while Modern does not.

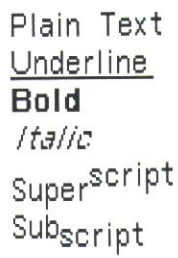
Modern

Classic

- Each of these fonts is available in a variety of sizes, ranging from 8 point, 20 pitch to 24 point. Points refer to the height of the characters, and pitch specifies approximately how many characters there are to the inch, measured horizontally. Thus, 8 point, 15 pitch means each character is 8 points high (about 1/9th of an inch), and there are about 15 characters to the inch horizontally. If the pitch is not specified, it is variable rather than fixed.



- Appearance includes options such as underlining, boldface, italics, superscripting, and subscripting. You can combine as many of these options as you want, with the exception that the same text cannot be both subscripted and superscripted.



To Change the Typestyle of Text:

1. Select the text.
2. To change the font, open the **Type Style** menu and choose **Classic** or **Modern**.
3. To change the size of the font, open the **Type Style** menu and choose one of the size options.
4. To change the appearance of the text, open the **Type Style** menu and choose one of the appearance options.
5. To change an appearance option:
   a. Open the **Type Style** menu and choose **Plain Text**.
   b. Open the **Type Style** menu and choose the appearance options you want.

Deleting Text

There are two ways to remove text from a document:

- Using the **Cut** menu item.
- Using the Backspace key.

The Backspace key is usually quicker if you are deleting only one or two characters from the document. If you are deleting a lot of text, use **Cut**.

Deleting Text Using the Backspace Key

You can use the Backspace key while you are typing text if you happen to type the wrong character. You can also use it later, if you want to remove one or a few characters.

To Delete Text Using the Backspace Key:

1▶ Place an insertion point just to the right of the character or characters to be deleted by clicking at that location.

2▶ Press the Backspace key once for each character you want to delete.

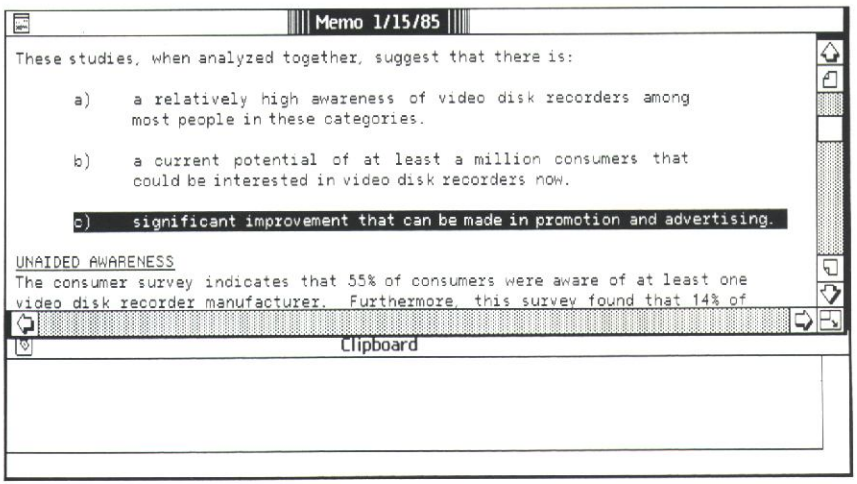
If text (that is, more than just an insertion point), is selected when you press the Backspace key, the text is deleted. The deleted text is not put on the Clipboard. Therefore, you can use this method whenever you want to delete text without disturbing the contents of the Clipboard.

Deleting Text Using Cut

You can delete any amount of text with **Cut**, from a single character to a whole document. LisaWrite puts the text you cut on the Clipboard.

To Delete Text Using Cut:

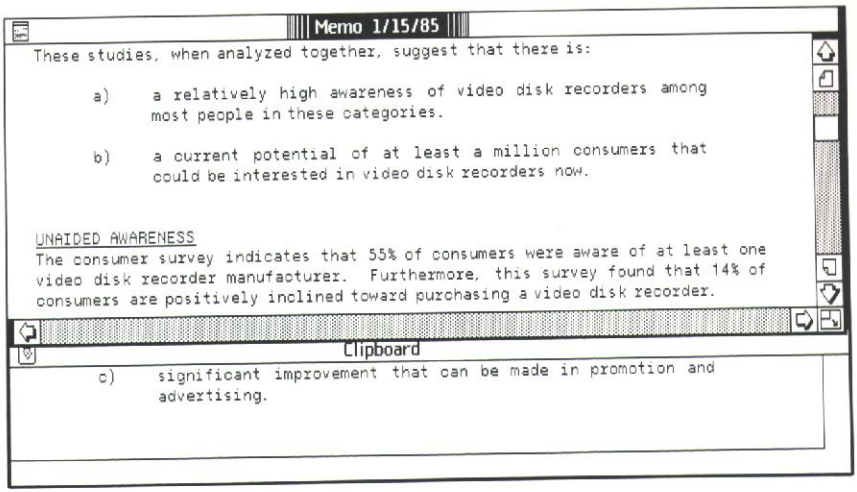
1▶ Select the text you want to delete.


Memo 1/15/85
These studies, when analyzed together, suggest that there is:
a) a relatively high awareness of video disk recorders among most people in these categories.
b) a current potential of at least a million consumers that could be interested in video disk recorders now.
c) significant improvement that can be made in promotion and advertising.
UNAIDED AWARENESS
The consumer survey indicates that 55% of consumers were aware of at least one video disk recorder manufacturer. Furthermore, this survey found that 14% of
Clipboard

▶▶▶

2▶ Open the **Edit** menu and choose **Cut.**

The selected text disappears from your screen and a copy is put on the Clipboard.


Memo 1/15/85
These studies, when analyzed together, suggest that there is:
a) a relatively high awareness of video disk recorders among most people in these categories.
b) a current potential of at least a million consumers that could be interested in video disk recorders now.
UNAIDED AWARENESS
The consumer survey indicates that 55% of consumers were aware of at least one video disk recorder manufacturer. Furthermore, this survey found that 14% of consumers are positively inclined toward purchasing a video disk recorder.
Clipboard
c) significant improvement that can be made in promotion and advertising.

Moving Text

You can move text within a LisaWrite document or from one document to another; these procedures are described in this section. You can also move text from other tools into LisaWrite; see LisaWrite and Other Tools for more information.

To Move Text within the Same Document:

1▶ Select the text you want to move.

May 17, 1985
6 Forget-Me-Not Lane
Enchanted Forest, Arizona

2▶ Open the **Edit** menu and choose **Cut.** This places a copy of the text on the Clipboard.

3▶ Click where you want the text to go.

4▶ Open the **Edit** menu and choose **Paste.**

6 Forget-Me-Not Lane
Enchanted Forest, Arizona
May 17, 1985

To Move Text from One Document to Another:

1▶ Select the text you want to move.

2▶ Open the **Edit** menu and choose **Cut**.

3▶ Activate the document you want to move the text to:

a. If the document is open on the desktop, click once on the document.

b. If the document is closed, click twice on its icon.

4▶ Click where you want the text to go.

5▶ Open the **Edit** menu and choose **Paste**.

More about Moving Text

Multiple Copies Text remains on the Clipboard until you cut or copy other text, so you can paste as many copies of the text from the Clipboard into the document as you like. The Clipboard acts as a temporary storage area in this way, whether its window is open or not.

Format after Paste If the text you move includes at least a whole paragraph, and you include the Return character at the end of the paragraph, then the format of the paragraph is unchanged after Paste. If you don't include the Return character, then the format of the paragraph is changed to match the format of the paragraph where you are pasting the text.

Copying Text

You can copy text from one location to another in a document, or from one document to another; these procedures are described in this section. You can also move text from LisaCalc and LisaGraph into LisaWrite; see LisaWrite and Other Tools for more information.

To Copy Text:

1▶ Select the text you want to copy.

```
Calculation of Current Potential
Definitely interested
 (8%) (13.8 Million) = 1.1 Million
Probably interested
 (6%) (13.8 Million) =  .8 Million
Total interested          1.9 Million
```

▶▶▶

2▶ Open the **Edit** menu and choose **Copy**. This places a copy of the text on the Clipboard.

3▶ Click where you want the text to go.

```
SUBJECT:    VIDEO DISK RECORDERS

STUDIES OF: CONSUMERS
                MIDDLE MANAGERS
                STEREO SALES REPRESENTATIVES

BACKGROUND
Three marketing research studies were
recently completed dealing with upper
income  ($25,000  plus)  heads  of
households,  middle  level  business
managers,  and  stereo  store  sales
representatives.    Detailed  reports
prepared by the firms which conducted
each  specific  study  have  been
```

4▶ Open the **Edit** menu and choose **Paste**.

```
SUBJECT:    VIDEO DISK RECORDERS

STUDIES OF: CONSUMERS
                MIDDLE MANAGERS
                STEREO SALES REPRESENTATIVES

Calculation of Current Potential
Definitely interested
 (8%) (13.8 Million) = 1.1 Million
Probably interested
 (6%) (13.8 Million) =  .8 Million
Total interested         1.9 Million
BACKGROUND
Three marketing research studies were
recently completed dealing with upper
income  ($25,000  plus)  heads  of
households,  middle  level  business
managers,  and  stereo  store  sales
```

To Copy Text from One Document to Another:

1▶ Select the text you want to copy.

2▶ Open the **Edit** menu and choose **Copy**, to put a copy on the Clipboard.

3▶ Activate the document you want to put the copy into:

a. If the document is open on the desktop, click once on the document.

b. If the document is closed, click twice on its icon.

4▶ Click where you want the text to go.

5▶ Open the **Edit** menu and choose **Paste**.

More about Copying Text

Multiple Copies Text remains on the Clipboard until you cut or copy other text, so you can paste as many copies of the text from the Clipboard into the document as you like. The Clipboard acts as a temporary storage area in this way, whether its window is open or not.

Format after Paste If the text you copy includes at least a whole paragraph, and you include the Return character at the end of the paragraph, then the format of the paragraph is unchanged after Paste. If you don't include the Return character, then the format of the paragraph is changed to match the format of the paragraph where you are pasting the text.

Replacing Current Text with New Text

You can replace any existing text in a document by typing in new text.

When text in a document is selected, any characters you type will replace that selection. This includes pressing Return, Tab, Backspace, or the space bar.

If you want to replace existing text with some text that you have already typed somewhere else, use **Copy**; see Copying Text.

To Replace Existing Text:

1▶ Select the text you want to replace.

```
I know you realize that our firm has
been doing business with you for
twenty years, and I would hope that
this little misunderstanding doesn't
make it necessary for us to sue you
for everything you've got.
```

2▶ Type the new text.

```
I know you realize that our firm has
been doing business with you for
twenty years, and I would hope that
this little misunderstanding doesn't
make it necessary for us to end such
a satisfactory relationship.
```

Searching for Text

Finding Specific Text

You can find all the occurrences in your document of a particular word, phrase, or combination of characters. You can also use the following options:

- When you don't know the exact spelling of a word or the exact wording of a phrase that you want to find, you can search for variable text.
- You can match uppercase and lowercase letters or ignore cases and find text regardless of capitalization.

These options are discussed under Finding Variable Text and Matching or Ignoring Capitalization.

See Finding and Changing Specific Text for information on how to search for text and then change it.

Finding Text

To find text, you specify the text you are looking for; this is called the Find text. When LisaWrite searches for the text, it tries to match every character in the Find text, including spaces, Tab characters, and Return characters. If you are searching for a separate word, you can put a space before the word to ensure that LisaWrite doesn't find the same combination of letters occurring within a word.

When you tell LisaWrite to search for text, the search begins from the spot where the current selection is and goes to the end of the document. Therefore, if you want to search through an entire document, you should select an insertion point at the beginning of the document before you begin the search.

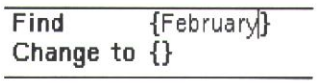
To Find Text:

1▸ To set the insertion point at the beginning of the document, or wherever you want to begin your search, click the mouse button once.

2▸ Open the **Search** menu and choose **Find What?**.

The insertion point is automatically placed between the brackets next to **Find** in the dialog box.

3▸ Type (or paste from the Clipboard) the text you want to find.



Since you are just searching, and not changing anything, you don't fill in the Change to line. For more information, see Finding and Changing Specific Text.

4▸ Open the **Search** menu and choose **Find Next Occurrence**.

5▸ If you find the text you are looking for and you want to continue searching for other occurrences of the same text, choose **Find Next Occurrence** as many more times as you like.

If LisaWrite cannot find the text you are looking for, Not Found appears in the lower right-hand corner of the dialog box.

6▸ To end the search, open the **Search** menu and choose **Hide Dialog Box**. You can also hide the dialog box at any other time.

Matching or Ignoring Capitalization

Before searching for text, you can tell LisaWrite whether to look for an exact match or ignore capitalization. There are two choices:

- You can tell LisaWrite that you want the cases to match exactly. This means that wherever the text you are looking for has a capital letter, the text you find must also have a capital letter, and the same for lowercase letters.

- You can tell LisaWrite to ignore cases. This means that it doesn't matter whether the letters in the text you are looking for are upper case or lower case.

Example If you are looking for the last name *Rather,* you should tell LisaWrite to match cases, so that it doesn't also find all the occurrences of the word *rather.*

On the other hand, if you want to find all occurrences of the word *we,* you should tell LisaWrite to ignore cases, since you want it to include occurrences at the beginnings of sentences.

To Match Capitalization during a Search:

1▸ Any time before choosing **Find Next Occurrence**, open the **Search** menu and choose **Cases Must Agree**.

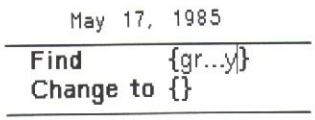
To Ignore Capitalization during a Search:

1▸ Any time before choosing **Find Next Occurrence**, open the **Search** menu and choose **Cases Need Not Agree**.

Finding Variable Text

If part of the text you are looking for is always the same, but part of it is different in different occurrences, you can use a wild card to stand in for the part that is different. You can insert a wild card anywhere in text you are searching for. Then, when LisaWrite is looking for the text you want, it can replace the wild card with any text at all. You might want to use a wild card to help locate a word you think you misspelled when you originally typed it, or as a part of a phrase you don't remember exactly.

Example Suppose you want to find all the occurrences of the word *gray,* and you know that sometimes the word was spelled *grey* and sometimes it was spelled *gray.* The text you would search for would be the letters *gr,* followed by a wild card, followed by the letter *y.*



To Use Variable Text in the Find Text:

1▸ Select an insertion point where the variable text is located.

2▸ Open the **Search** menu and choose **Insert Wild Card**. You can insert more than one wild card in the Find text.

Finding and Changing Specific Text

You can find errors and make corrections quickly using the Search menu options, and you can specify the changes you want to make at the same time you tell LisaWrite what text to find.

When the text is found, you can choose to change the text, to leave it as it is and find the next occurrence, or to change the current selection and then find the next occurrence. You can also find and change all occurrences of the specified text in the document.

When you find and change text, you can use capitalization options and variable text in the same way as when you just find text. See the procedures for Ignoring or Matching Capitalization and Finding Variable Text.

Example Suppose you want to change all occurrences of the word *May* to *June* in a document, but not occurrences of the word *may*, as in *she may come.*

An easy way to do this is to choose **Cases Must Agree**, and then **Find & Change All** for the capitalized word *May.*

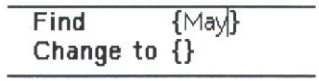
To Find and Change Text:

1▶ Make a selection at the location in your document where you want the search to begin.

2▶ Open the **Search** menu and choose **Find What?**.

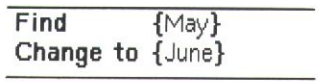
The insertion point is automatically placed within the brackets next to Find in the dialog box.

3▶ Type or paste the text you want to find.



4▶ Place the insertion point in the brackets next to Change to by pressing Enter, or by clicking between the brackets.

5▶ Type in the replacement text, or paste it in from the Clipboard.



LisaWrite copies the text in the Change to brackets exactly as you have typed it, so make sure the text you enter in the Change to brackets matches the typestyle you want to use to replace the old text.

▶▶▶

6▸ If you want to change some of the occurrences, but not others:

a. To find the first occurrence of the text, open the **Search** menu and choose **Find Next Occurrence**.

LisaWrite selects the next occurrence.

b. If you want to change the occurrence, open the **Search** menu and choose **Change & Find Next**.

c. If you don't want to change the occurrence, open the **Search** menu and choose **Find Next Occurrence**.

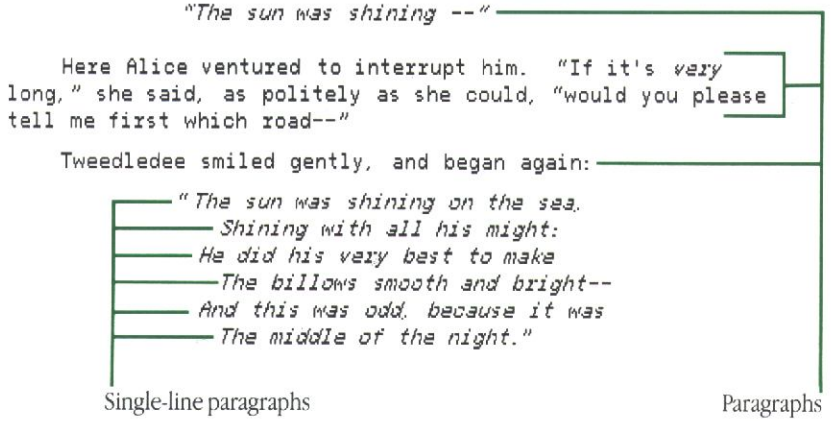
7▸ If you want to change all the occurrences of the specified text, open the **Search** menu and choose **Find & Change All**.

Changing the Appearance of Paragraphs

This section discusses the LisaWrite operations that always affect one or more whole paragraphs. These operations include the following:

- Changing the spacing between the lines within a paragraph.
- Changing the spacing between paragraphs.
- Changing the format of one paragraph to match another paragraph.
- Adjusting the alignment of a paragraph (left flush, right flush, centered, or justified).
- Adjusting the left and right margins of a paragraph.
- Setting up tab stops in a paragraph.

A paragraph is defined as all the text between two Return characters. This can be any amount of text. If you press the Return key twice in a row, you create a paragraph that has no text in it. Larger paragraphs can be from one line long to many lines long. The following are all paragraphs:


"The sun was shining --"
Here Alice ventured to interrupt him. "If it's very long," she said, as politely as she could, "would you please tell me first which road--"
Tweedledee smiled gently, and began again:
"The sun was shining on the sea.
Shining with all his might:
He did his very best to make
The billows smooth and bright--
And this was odd, because it was
The middle of the night."
Single-line paragraphs
Paragraphs

Setting Line Spacing

You can increase or decrease the space between lines in a paragraph without changing the space between paragraphs. The standard spacing between lines of text within a paragraph is single space, but you can change this to 1½ spaces, double space, or triple space. Line spacing always applies to a whole paragraph.

To find out what line spacing is currently in effect for a particular paragraph, select the paragraph and open the **Format** menu. There will be a check next to the line spacing that is in effect.

The spacing after the last line of a paragraph is controlled by the paragraph spacing, not by the line spacing. For example, the following two paragraphs have triple line spacing and single paragraph spacing:

"But 'glory' doesn't mean 'a nice knock-down argument'"

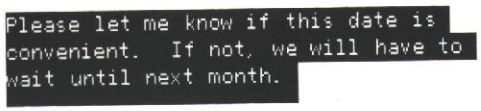
Alice objected.

"When *I* use a word," Humpty Dumpty said, in rather a scornful tone, "it means just what I choose it to mean--neither more nor less."

To change the spacing between paragraphs, see Setting Paragraph Spacing.

To Set the Spacing between Lines of a Paragraph:

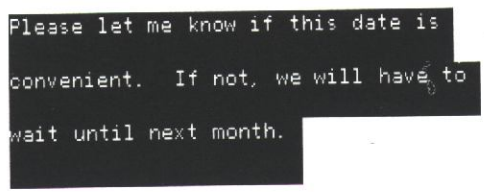
1▶ Select the paragraphs for which you want to change the line spacing.



If you want to change only one paragraph, any selection within that paragraph is sufficient.

2▶ Open the **Format** menu and choose **Single Space Lines**, **1-1/2 Space Lines**, **Double Space Lines**, or **Triple Space Lines**.

LisaWrite then changes the spacing.



Setting Paragraph Spacing

You can increase or decrease the amount of space between paragraphs without affecting the spacing between lines in the paragraphs. The standard spacing between paragraphs is 1½ blank lines, but you can change this to single, double, or triple space.

When you set paragraph spacing for a particular paragraph, you are specifying the amount of space *after* the paragraph. Therefore, to set the spacing between paragraphs A and B, you set the spacing for paragraph A, not for paragraph B.

To find out what paragraph spacing is currently in effect for a particular paragraph, select the paragraph and open the **Format** menu. There will be a check next to the paragraph spacing that is in effect.

For an example of the difference between line spacing and paragraph spacing, see Setting Line Spacing.

Example You can vary paragraph spacing in your documents. For example, suppose you want to use single-space paragraphs for address information at the top of a letter, and double-space paragraphs for the main text of the letter. You open the **Format** menu and choose **Single Space**. Then you type the address lines of the letter, pressing Return at the end of each one.

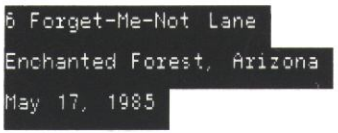
```
6 Forget-Me-Not Lane
Enchanted Forest, Arizona
May 17, 1985
```

Then you choose **Double Space** from the **Format** menu and type the rest of the letter.

```
Dear George,

This could be the most important
letter you ever read in your life!

For a limited time, you can become a
partner in a new mobile home
community here in Enchanted Forest.
```

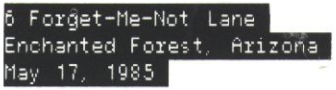
To Set the Spacing after a Paragraph:

1▶ Select the paragraphs for which you want to change the paragraph spacing.



If you want to change only one paragraph, any selection within that paragraph is sufficient.

2▶ Open the **Format** menu and choose a paragraph spacing option.



Copying Paragraph Style

Each paragraph has a number of style characteristics associated with it. You can transfer the style characteristics of any paragraph to any other paragraph in the same document or to paragraphs in another LisaWrite document.

When you copy the style of a paragraph, LisaWrite copies the following style characteristics:

- Left and right margins.
- Tab settings.
- Line spacing.
- Paragraph spacing.
- Paragraph alignment (left flush, right flush, centered, or justified).

Typestyles are not included in the list of characteristics that are copied.

To Copy the Style Characteristics of a Paragraph and Give Them to Another Paragraph:

1▶ Select the paragraphs whose style you want to copy.

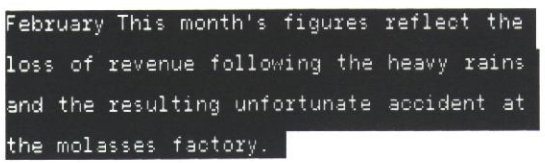
January Highlights this month were the appointment of our new chairman of the board, Felix Culpa, and our introduction of the world's first dehydrated molasses.

If you want to change only one paragraph, any selection within that paragraph is sufficient.

2▶ Open the **Edit** menu and choose **Copy**.

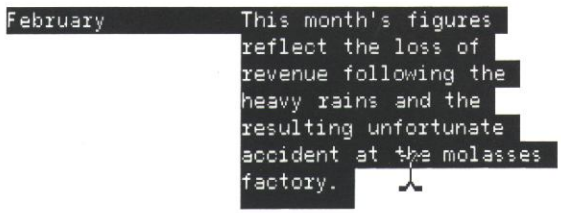
3▶ If you want to copy the style to a paragraph in another document, activate that document.

4▶ Select the paragraphs whose style you want to change.


February This month's figures reflect the loss of revenue following the heavy rains and the resulting unfortunate accident at the molasses factory.

5 ▸ Open the **Format** menu and choose **Same as on Clipboard.**

LisaWrite then changes the style to match the style of the top paragraph on the clipboard.



Adjusting Paragraph Alignment

You can change the way paragraphs line up between the left and right margins. The four choices are shown on Table 2.

Table 2. Paragraph Alignment

Option	Description
Left Flush	Each line of text begins at the left margin.
Right Flush	Each line of text ends at the right margin.
Center	Each line of text is centered between the left and right margins.
Justify	Each line of text begins at the left margin and ends at the right margin.

Example Here is how the same paragraph looks with each of these alignment options:

Left Flush

"A slow sort of country!" said the Queen. "Now, *here*, you see, it takes all the running *you* can do, to keep in the same place. If you want to get somewhere else, you must run at least twice as fast as that!"

Right Flush

"A slow sort of country!" said the Queen. "Now, *here*, you see, it takes all the running *you* can do, to keep in the same place. If you want to get somewhere else, you must run at least twice as fast as that!"

Center

"A slow sort of country!" said the Queen. "Now, *here*, you see, it takes all the running *you* can do, to keep in the same place. If you want to get somewhere else, you must run at least twice as fast as that!"

Justify

"A slow sort of country!" said the Queen. "Now, *here*, you see, it takes all the running *you* can do, to keep in the same place. If you want to get somewhere else, you must run at least twice as fast as that!"

To Change Paragraph Alignment:

1▶ Select the paragraphs whose alignment you want to change.

whereas the figures for June may be substantially higher than those for June of last year. On the other hand, they may not, since June of last year had five Fridays, and June of this year only has four.

If you want to change only one paragraph, any selection within that paragraph is sufficient.

2▶ Open the **Format** menu and choose the alignment option you want.

whereas the figures for June may be substantially higher than those for June of last year. On the other hand, they may not, since June of last year had five Fridays, and June of this year only has four.

Setting Margins and Tabs

You can change the margins of any paragraph, or of an entire document. Each paragraph has three margins: a first-line left margin that allows for indenting, a left margin for the rest of the lines in the paragraph, and a right margin.

The following samples show the same paragraph with only the first-line margin changed.

"A slow sort of country!" said the Queen. "Now, *here*, you see, it takes all the running *you* can do, to keep in the same place. If you want to get somewhere else, you must run at least twice as fast as that!"

First line indented

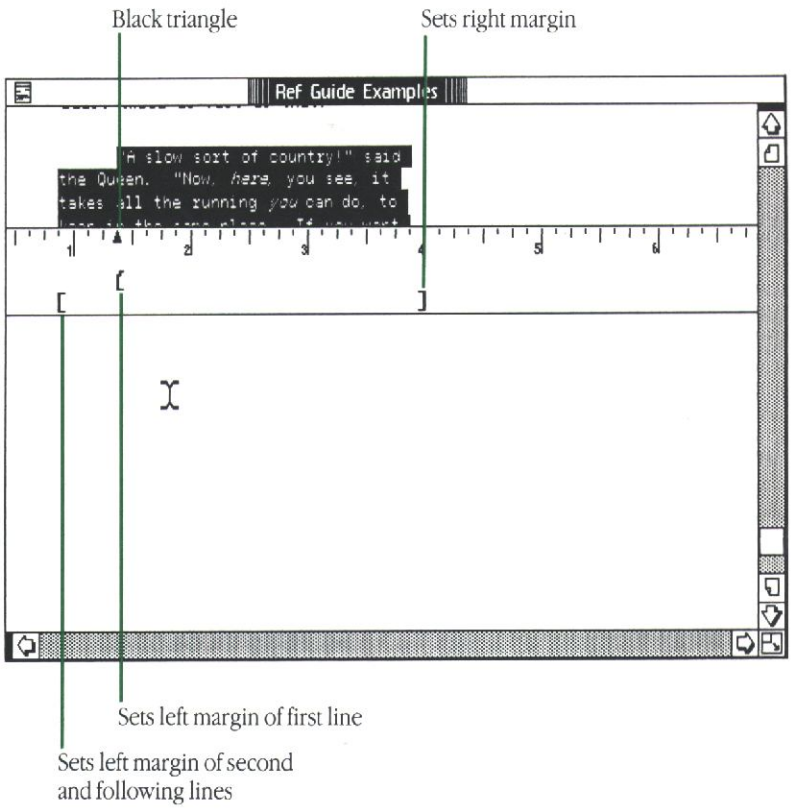
"A slow sort of country!" said the Queen. "Now, *here*, you see, it takes all the running *you* can do, to keep in the same place. If you want to get somewhere else, you must run at least twice as fast as that!"

First line not indented

Since you can set the first-line margin marker where you want your paragraph indentation to be, you don't use Tab to indent your paragraphs.

Using the Margin/ Tab Ruler

The margin/tab ruler is used to set the margins. When you choose **Show Margin/Tab Ruler** from the **Format** menu, the ruler appears on your screen just below the first selected paragraph, and the **Ruler** menu appears in the menu bar.


Black triangle
Sets right margin
Ref Guide Examples
"A slow sort of country!" said
the Queen. "Now, here, you see, it
takes all the running you can do, to
Sets left margin of first line
Sets left margin of second
and following lines

Margin/Tab ruler

The left and right margins are shown as left and right brackets, and the first line margin is shown as a notched left bracket. The top of the ruler displays units of measure in either inches or centimeters. The small black triangle is used to set tabs; see Using Tabs.

To Set Left and Right Margins:

1▶ Select the paragraphs that you want to set margins in.

"A slow sort of country!" said the Queen. "Now, *here*, you see, it takes all the running *you* can do, to keep in the same place. If you want to get somewhere else, you must run at least twice as fast as that!"

If you want to change only one paragraph, any selection within that paragraph is sufficient.

2▶ Open the **Format** menu and choose **Show Margin/Tab Ruler**.

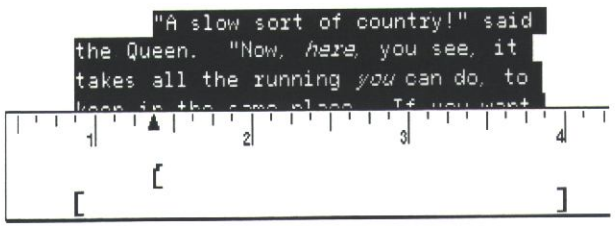
3▶ If you want to change the scale shown on the ruler, open the **Ruler** menu and choose **Inch Scale** or **Metric Scale**.

4▶ Set paragraph margins by moving the first-line, left, and right margin markers to the desired positions. To do this:

a. Move the pointer to a marker.

b. Hold down the mouse button.

c. Move the marker to the desired position on the ruler.



5▶ When you're finished using the ruler, open the **Format** menu and choose **Hide Margin/Tab Ruler**.

Using Tabs

In LisaWrite, you can set tab stops and line text up at the positions of the tab stops.

A tab stop is a stopping point anywhere between the right and left margins of your text, just as on a typewriter. Pressing the Tab key puts an invisible character into your text. Once you have set tab stops on the Margin/Tab ruler, pressing the Tab key causes the next character on the line to appear at the next tab stop.

Using tabs is a two-step operation. You can do the two steps in either order, but you must do them both or the tabs won't work. The two steps are:

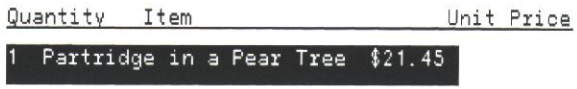
- Set the desired tab stops on the Margin/Tab Ruler.
- Insert invisible tab characters in the text by pressing the Tab key where you want the tabs.

The first step can be done either before or after you enter the text; the second step can be done either as you enter text or afterward.

When you press the Tab key, and tab stops are already set on the ruler for the current paragraph, the insertion point moves to the next tab stop. If there are no tab stops set to the right, the insertion point moves slightly, just so you can tell that the invisible tab character has been inserted.

To Set Tab Stops:

1 ▶ Select the paragraphs that you want to set tab stops in.



If you want to change only one paragraph, any selection within that paragraph is sufficient.

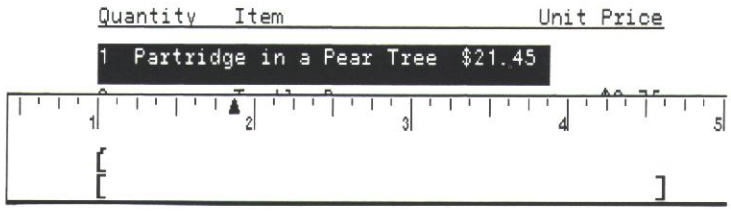
2 ▶ Open the **Format** menu and choose **Show Margin/Tab Ruler.**

3 ▶ In the ruler, set each tab stop:

a. Move the pointer to the black set-tab marker.

b. Hold down the mouse button.

c. Move the marker to the position where you want to set a tab stop.



▶▶▶

4▸ Open the **Ruler** menu and choose a tab alignment option.

If you want your text to appear to the right of the tab, choose **Set Normal Tab.** See Tab Alignment in this section.

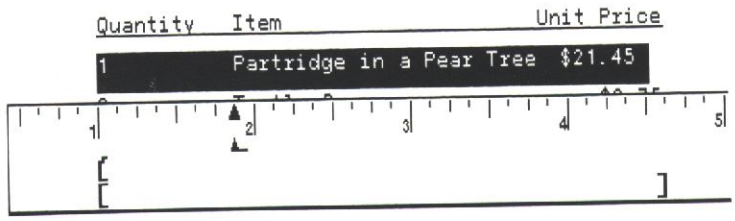
5▸ If you want a pattern to fill the tab stop, open the **Ruler** menu and choose the pattern you want. See Tab Patterns in this section.

6▸ Repeat steps 2 through 4 until all desired tabs are set.

7▸ Open the **Format** menu and choose **Hide Margin/Tab Ruler.**

8▸ As you are typing text, press the Tab key wherever you want a tab to be. This puts invisible tab characters into your text, which take effect immediately, since you have already used the margin/tab ruler to set the tab stops.

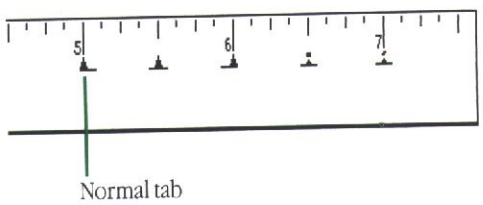
9▸ If you want to insert invisible Tab characters into text that already exists, move the pointer to the appropriate spot, click the mouse button, and press the Tab key.



Tab Alignment

Unlike the tab stops on a typewriter, LisaWrite's tab stops can have different alignments. You can set:

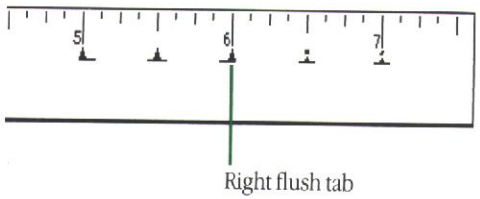
- Normal Tabs: The text is left flush, beginning at the tab stop.



Normal Tab Stop

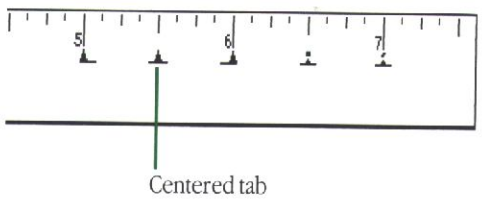
12345
123.45
12.345
Text

- **Right Flush Tabs:** The text is right flush, ending at the left of the tab stop.



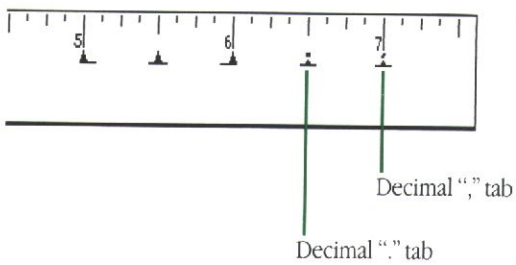

```
Right Flush Tab Stop
                12345
              123.45
             12.345
               Text
```

- **Centered Tabs:** The text is centered around the tab stop.




```
Centered Tab Stop
          12345
        123.45
       12.345
         Text
```

- **Decimal Tabs:** The decimal, or comma point aligns on the tab stop.




```
Decimal "." Tab Stop
          12345
            123.45
             12.345
           Text
```

Tab alignment settings affect text only at tab stops. To change the alignment of full lines and paragraphs, see Adjusting Paragraph Alignment.

To Change the Alignment of an Existing Tab Stop:

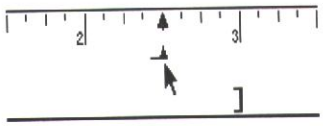
1▸ Select the paragraphs that have the tab stop you want to change.

If you want to change only one paragraph, any selection within that paragraph is sufficient.

2▸ Open the **Format** menu and choose **Show Margin/Tab Ruler.**

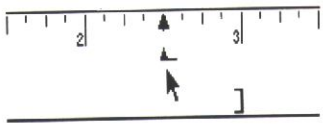
▶▶▶

3▶ In the ruler, select the marker of the tab to be changed by moving the pointer to the marker and clicking the mouse button.



4▶ Open the **Ruler** menu and choose a tab alignment option.

Notice that the alignment symbol changes to reflect the new alignment.



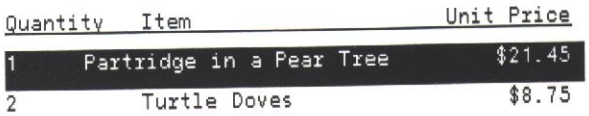
5▶ Open the **Format** menu and choose **Hide Margin/Tab Ruler.**

Clearing and Moving Tabs

You can clear or move tab stops that you have set on the margin/tab ruler, and you can delete and reposition tab characters in text.

To Clear a Tab Stop on the Ruler:

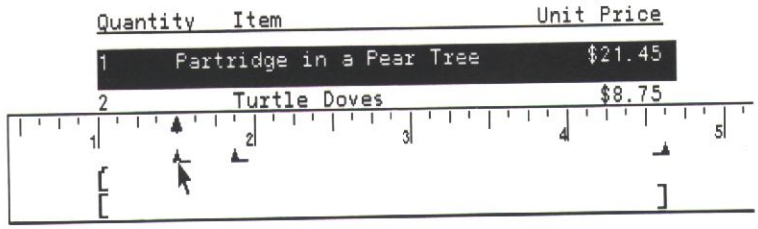
1▶ Select the paragraphs that have the tab stop you want to clear.



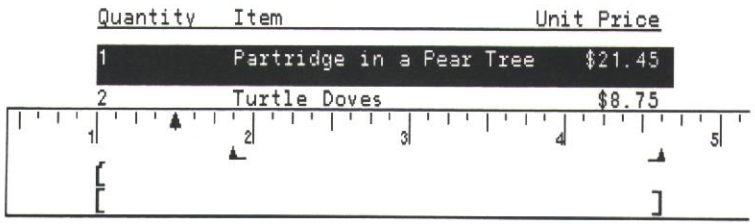
If you want to change only one paragraph, any selection within that paragraph is sufficient.

2▶ Open the **Format** menu and choose **Show Margin/Tab Ruler.**

3▶ In the ruler, select the marker of the tab to be cleared by moving the pointer to it and clicking the mouse button.



4▶ Open the **Ruler** menu and choose **Clear Tab Stop**.



5▶ Open the **Format** menu and choose **Hide Margin/Tab Ruler**.

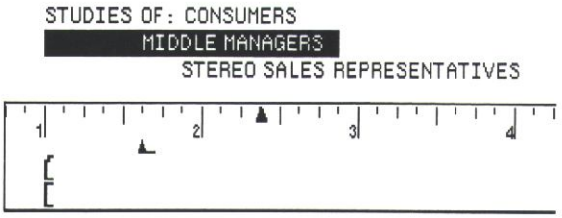
To Move a Tab Stop on the Ruler:

1▶ Select the paragraphs with the tab stop you want to move.

If you want to change only one paragraph, any selection within that paragraph is sufficient.

2▶ Open the **Format** menu and choose **Show Margin/Tab Ruler**.

3▶ In the ruler, move the pointer to the tab you want to move, press the mouse button, and move the marker to a new location.



▶▶▶

When you move a tab stop on the ruler using the pointer, any tab stops to the right of the tab stop also move. The moving tab stops remain the same distance from each other.

4▶ Open the **Format** menu and choose **Hide Margin/Tab Ruler.**

To Delete an Invisible Tab Character in Text:

1▶ Move the pointer just to the left of the tabbed text associated with the tab character you want to delete, and click the mouse button to set the insertion point.

2▶ Press the Backspace key.

Tab Fill Patterns

You can ask LisaWrite to add a *fill pattern* to a tab. This fills the space from the last text to the tabbed text with the pattern that you choose from the Ruler menu. The tab pattern will be there each time you use the tab it is associated with.

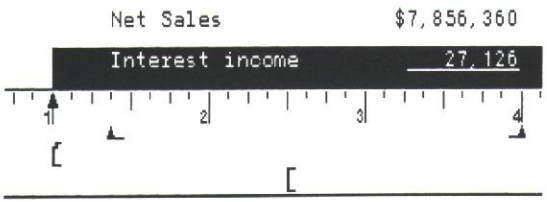
Example A good use for tab fill patterns is for creating solid, horizontal lines across a page without having to hold down the underscore key repeatedly. Just set a tab at the right side of the Margin/Tab ruler, choose the underscore tab fill pattern, press the Tab key at the left margin of a document, and you have an instant horizontal line across the page.

To Add a Tab Fill Pattern or Change the Fill Pattern of an Existing Tab Stop:

1▶ Select the paragraphs for which you want to set the fill pattern.

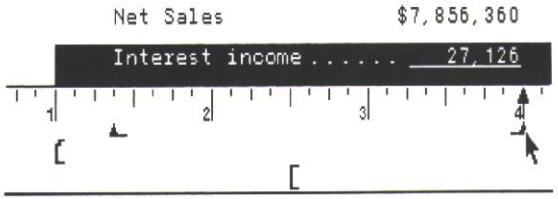
If you want to change only one paragraph, any selection within that paragraph is sufficient.

2▶ Open the **Format** menu and choose **Show Margin/Tab Ruler.**



3▶ In the ruler, select the marker of the tab to be changed by moving the pointer to the marker and clicking the mouse button.

4▶ Open the **Ruler** menu and choose the pattern you want.



5▶ Open the **Format** menu and choose **Hide Margin/Tab Ruler.**

Changing the Appearance of Pages

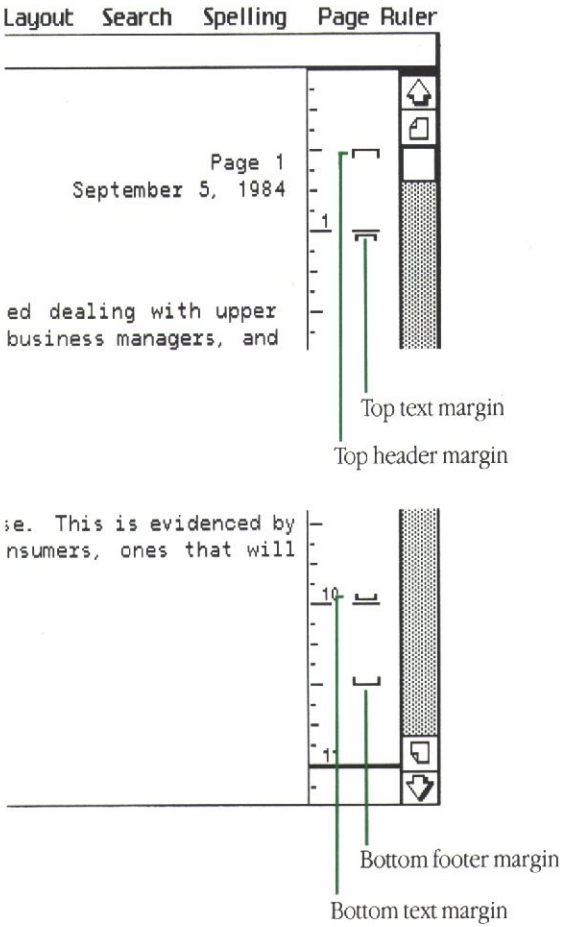
This section discusses LisaWrite operations that affect whole pages. These operations include

- Previewing your document to see how it will look when it's printed.
- Adjusting the top and bottom margins of all the pages in your document.
- Adding headers and footers to all the pages in your document.
- Adding page numbers to your document.
- Specifying that pages are to begin at particular locations.
- Making sure that a particular range of text is always on the same page.

The first four operations on this list always affect every page in your document. The last two operations only affect individual pages.

Using the Page Ruler

You use the page ruler to set top and bottom margins, and the locations of headers and footers. When the ruler appears on your screen at the right of the window, the **Page Ruler** menu appears in the menu bar.



The top and bottom margins are shown as double brackets, and the margins for headers and footers are shown as single brackets.

Previewing Pages As They Will Print

You can preview how your document will look when it is printed according to the printer specifications and page layout settings currently in effect. Top and bottom margins, headers and footers, and page numbers will all be incorporated into the text of your document to give you the total effect when you preview a document on the screen.

You can enter, edit (revise), and format text while your document is being previewed, just as at any other time. However, working on your documents is likely to be somewhat slower if you preview pages. Therefore, you will probably want to preview pages only when necessary.

When you are previewing pages, you can scroll through your document to see exactly how each page will look when it is printed. Notice that a wide blank space between each page shows the top and bottom margin white space.

To Preview a Document:

1▶ Open the **Page Layout** menu and choose **Preview Pages**.

If you have a long document, the hourglass pointer may appear, telling you to wait temporarily. While you wait, LisaWrite is organizing your document into pages so that you can see it on the screen correctly. For very long documents, this process may take a minute or two.

2▶ Scroll through the document to see how it will look when it is printed.

To Turn Off Previewing:

1▶ Open the **Page Layout** menu and choose **Don't Preview Pages**.

Setting Top and Bottom Margins

You can specify the amount of white space to be left at the top and bottom of each page when you print your document. The standard top and bottom margin settings on the LisaWrite stationery pad are 1 inch from the top and bottom.

The top margin specifies where text begins printing on each page; the bottom margin specifies where the last line of text prints. If some pages have less text than others, the text on the short pages will not go all the way to the bottom margin.

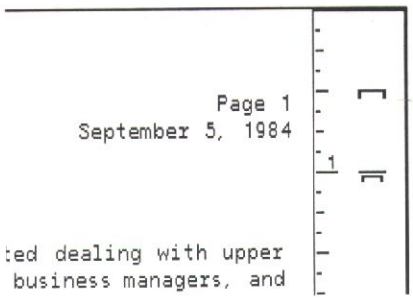
The length of the page ruler is normally 11 inches, based on a paper size of 8½ x 11 inches. If you change the paper size in the Format for Printer dialog box, the length of the ruler automatically changes to match the new width. See Formatting a Document for the Printer, under Printing.

You can also add headers or footers or change their positions within the top and bottom margins by moving their respective markers. See Adding Headers and Footers.

To Set the Top and Bottom Margins on a Page:

1 ▶ Open the **Page Layout** menu and choose **Show Page Ruler**.

A vertical ruler appears at the right side of your document and the **Page Ruler** menu appears on the menu bar. **Preview Pages** is automatically turned on, showing top and bottom margins, headers and footers, and page breaks.

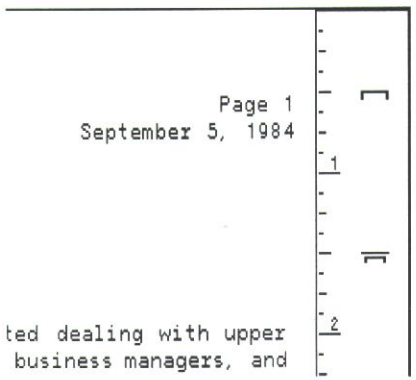


2 ▶ If you want to change the measurement scale shown on the ruler, open the **Page Ruler** menu and choose the scale you want.

3 ▶ To set the top margin:

a. Move the pointer to the top margin marker in the ruler.

b. Click and drag the marker to the desired position on the ruler.

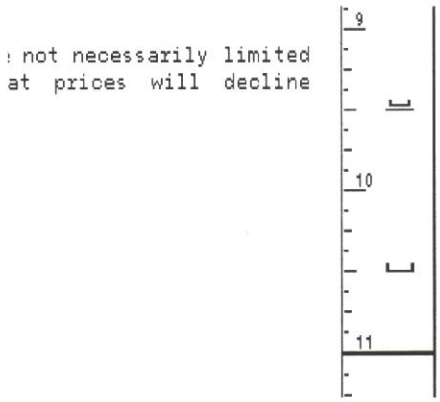


4 ▶ Scroll the document until you can see the bottom margin of the page and the ruler.

5▸ To set the bottom margin:

a. Move the pointer to the bottom margin marker in the ruler.

b. Click and drag the marker to the desired position on the ruler.



6▸ To put away the ruler and turn off previewing, open the **Page Layout** menu and choose **Don't Preview Pages.**

Choosing **Don't Preview Pages** in step 6 is actually a shortcut that turns off both **Show Page Ruler** and **Preview Pages.** If you choose **Hide Page Ruler** at the end of this procedure, **Preview Pages** will be left on, and the ruler will be hidden. **Preview Pages** tends to slow things down a bit, so it is more efficient to use it only when you need it.

Adding Headers and Footers

You can add text called headers and footers that print within the margins at the top and bottom of each page of a document.

Headers print in the top margin of each page, above the body of the document. Footers print in the bottom margin of each page, below the body of the document.

Each document has the same headers and footers on every page; the only part you can change is the page number. See Adding Page Numbers, under Changing the Appearance of Pages, for more on adding page numbers.

To add a header or footer to a document, you add it to any page, and it is automatically added to all the pages in the document.

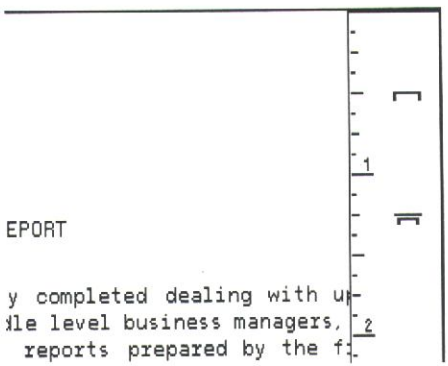
Headers and footers are like other text. You can edit them and change fonts, typestyle, paragraph spacing, margins, and tab settings. Changing the left and right margins or other format settings in the text of a document does not automatically change them for header and footer text. If you change margins in a document and want header and footer text to align with them, you must also change the margins for the header and footer.

You may type as many lines of text in a header or footer as you wish. However, only the lines that fit between the header marker and the top margin marker, and between the footer marker and the bottom edge of the page, appear on the screen and are printed. To display header text hidden below the text of the document, move the top margin marker down within the top margin. To display hidden footer text, move the footer marker up within the bottom margin.

To Insert a Page Header or Footer:

1▶ Open the **Page Layout** menu and choose **Show Page Ruler**.

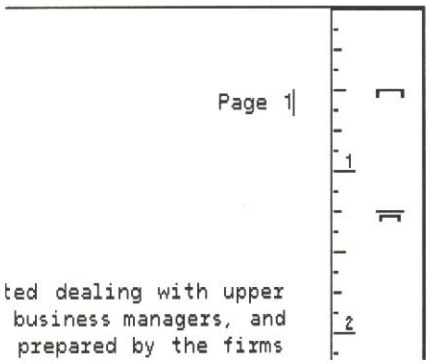
A vertical ruler appears at the right side of your document and the **Page Ruler** menu appears on the menu bar. **Preview Pages** is automatically turned on, showing top and bottom margins, headers and footers, and page breaks.



2▸ To insert a header:

a. Place the insertion point on the line immediately below the double bracket header marker in the ruler.

b. Type the text of the header.



3▸ To insert a footer:

a. Scroll to the bottom of the page.

b. Place the insertion point on the line immediately below the footer marker in the ruler.

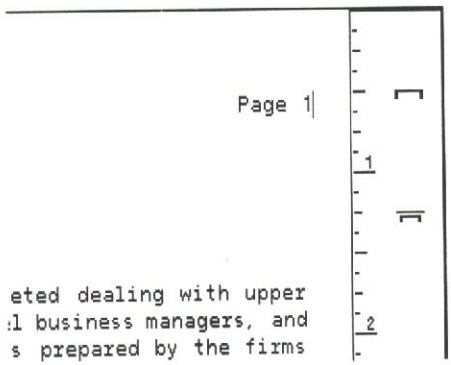
c. Type the text of the footer.

4▸ To put away the ruler and turn off previewing, open the **Page Layout** menu and choose **Don't Preview Pages**.

To Move the Header and Footer Text within the Top and Bottom Margins:

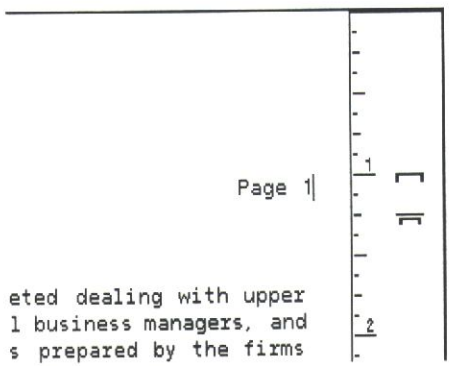
1▶ Open the **Page Layout** menu and choose **Show Page Ruler.**

2▶ Scroll the document so that you can see the header or footer you want to reposition.



3▶ Move the pointer to the header or footer marker.

4▶ Click and drag the marker to the position where you want the text to appear.



Adding Page Numbers

You can tell LisaWrite to automatically number all the pages in a document either in the header or in the footer. If you have page numbers on one page of your document, then they will appear on all the pages.

Pages are numbered sequentially, beginning with page 1. When a page number is part of a header or footer, it can appear anywhere within the footer, and be any typestyle, just like regular header and footer text.

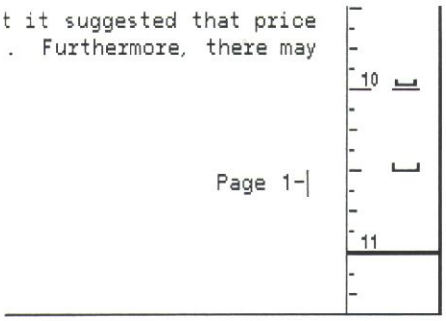
You can have page numbers that include chapter, section, or other numbering.

Example You can have a page number such as *Chapter 4-1*. The letters *Chapter 4-* are the same on each page, but the *1* is replaced with the current page number.

To Insert Page Numbers:

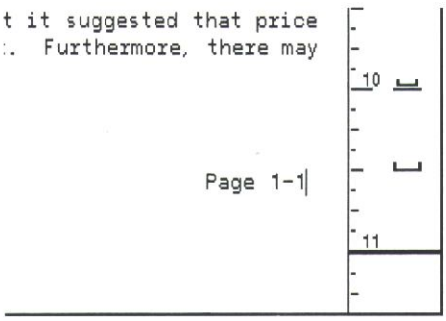
1 ▶ Open the **Page Layout** menu and choose **Show Page Ruler**.

2 ▶ Place the insertion point in the header or footer where you want page numbers to appear by clicking at the appropriate spot.



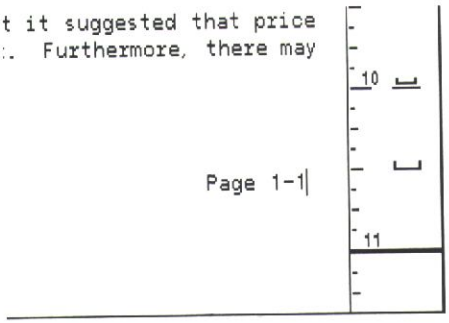
3 ▶ Open the **Page Layout** menu and choose **Insert Page Number**.

This inserts a special character that will always show up as the correct page number on each page of the document.



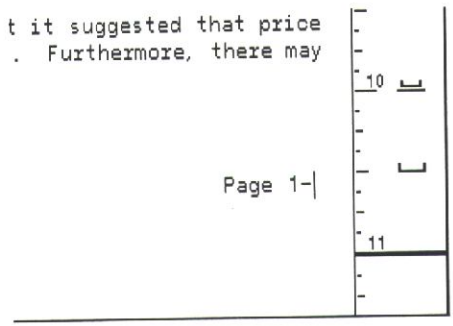
To Remove Page Numbers from a Document:

1▶ To see the top and bottom margins and the header and footer text, open the **Page Layout** menu and choose **Show Page Ruler.**



2▶ Select the page number on any page of the document and press the Backspace key.

This deletes all page numbers from the entire document.



Starting a New Page

You can tell LisaWrite to begin a new page wherever you like, even if there is still room left on the current page. Doing this, you override the automatic page break that would occur otherwise.

Normally, LisaWrite begins a new page whenever necessary, based on the length of the page, top and bottom margins, and the line and paragraph spacing used in the document. You can choose **Preview Pages** to see exactly how the pages will be printed. If you want to change where a page ends, you can do so by inserting a page mark. Text after the page mark will start printing on the next page. See Keeping Text on Same Page under Changing the Appearance of Pages for guidelines on keeping specific text together on the same page.

Usually, you insert a page mark only if you want a particular section of text to always start at the top of a new page. If a page break interrupts a section of text that you want to keep on the same page, you should use the procedure described under Keeping Text Together on the Same Page.

To Start a New Page:

1▶ To see where pages begin and end, open the **Page Layout** menu and choose **Show Page Ruler**.

2▶ Click to the left of the first character that you want to appear on a new page.

3▶ Open the **Page Layout** menu and choose **Insert Page Mark**. The page mark looks like this:

```
BARRIERS TO PURCHASE

Reasons for not wanting to purchase
included (but are not necessarily
limited to) feelings that the price is
too high and that prices will decline
substantially.  These feelings were
```

To Remove a Page Mark:

1▶ Place the pointer just to the left of the first character that follows the page mark.

```
BARRIERS TO PURCHASE

Reasons for not wanting to purchase
included (but are not necessarily
limited to) feelings that the price is
too high and that prices will decline
substantially.  These feelings were
```

2▶ Type Backspace.

```
BARRIERS TO PURCHASE

Reasons for not wanting to purchase
included (but are not necessarily
limited to) feelings that the price is
too high and that prices will decline
substantially.  These feelings were
```

Keeping Text Together on the Same Page

If you want to prevent page breaks from occurring in the middle of a block of text, you can tell LisaWrite that you want the block to be kept together on the same page. If you change your mind later, you can remove this restriction.

Once you have indicated that a block of text is to be kept on the same page, LisaWrite keeps the text together whenever you preview or print pages. The text is kept together even if the relative locations of page breaks change. If there is not enough room on the current page for the text, LisaWrite starts a new page.

The block of text is kept together even if it is moved or copied to another location.

If the block of text you want to be on the same page is actually longer than a page, the beginning of the block will always start a new page.

If a paragraph is at least two lines long, LisaWrite automatically keeps the first two lines of the paragraph together on the same page. It also keeps the last two lines of the paragraph together.

To Keep Text Together:

1▶ Select the text you want kept together.

2▶ Open the **Page Layout** menu and choose **Keep On Same Page**.

To Remove the Restriction That a Block of Text be Kept Together:

1▶ Select the text you want the restriction removed from.

2▶ Open the **Page Layout** menu and choose **Allow to Cross Pages**.

Checking and Correcting Spelling in a Document

LisaWrite checks word spelling against two dictionaries:

1. A standard dictionary derived from the *American Heritage Dictionary,* published by Houghton Mifflin. It contains the 80,000 most common English words in all their forms. You cannot edit the standard dictionary to change spellings or remove words.
2. A personal dictionary containing all the words you add to it while checking the spelling of your documents. You can edit this dictionary to remove, add, or change the spelling of words in it.

You can check and correct the spelling of words in a document either individually, as you write the document, or all together, when you're through writing.

Checking the Spelling of Words

When you check the spelling of a word, LisaWrite compares the way you have spelled the word in your document against the list of words in the dictionary. If it doesn't find your word in the dictionary, it could be either because you have made a spelling error or because you have used a valid word that isn't in the dictionary. In the first case, you can either correct the misspelling yourself or ask LisaWrite to display a list of possible correct spellings for the word. In the second case, you can add your word to the dictionary, so that the next time you use it, LisaWrite won't identify it as unknown. Once you have added a word to the dictionary, LisaWrite can include it among guesses when a word is misspelled.

It is especially useful to add to the dictionary any names or special terms that you use frequently in your documents. If you don't, LisaWrite flags these words as misspellings whenever they occur.

When you ask LisaWrite to display possible corrections for a word, it uses several methods for finding similar words in the dictionary. These methods include the following:

- Finding valid words that have the same pronunciation as your misspelling. For example, if you type *voise,* LisaWrite finds *voice.*
- Transposing pairs of nearby letters. For example, if you type *wrogn,* LisaWrite finds *wrong.*
- Finding words that differ from your misspelling by only one letter. For example, if you type *timf,* LisaWrite finds *time.*

By combining these methods, LisaWrite can show you several guesses at the same time. To save time, LisaWrite starts by displaying a group of the most likely guesses. If none of these is the word you want, you can ask LisaWrite to display another group, and so on, until it is unable to come up with any more guesses.

The two situations in which you are most likely to want to check spelling are the following:

1. You have just typed a word and are not sure if you have spelled it correctly.
2. You have just completed a whole document, and want to check it for misspellings.

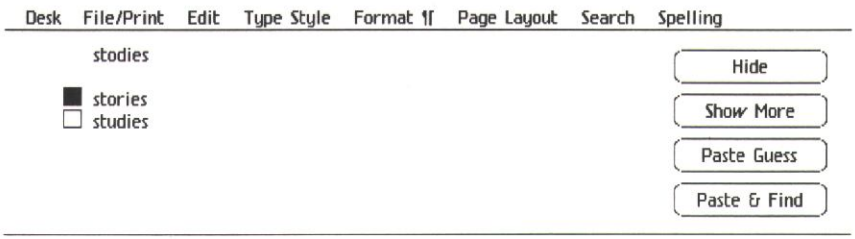
To Check the Spelling of a Single Word:

1▶ Select an insertion point within or on either side of the word, or select the whole word.

marketing research stodies

2▶ Open the **Spelling** menu and choose **Suggest Corrections.**

LisaWrite puts up either a dialog box listing suggestions or an alert message telling you that it has been unable to find any suggestions in the dictionary.



3▶ If none of the listed suggestions is the word you want, click **Show More.**

LisaWrite either adds to the suggestions in the dialog box or puts up an alert box to tell you that it cannot find any more suggestions in the dictionary. Each time LisaWrite shows a new group of guesses, it checks the first box in the group.

4▶ When you see the word you want, check the box next to it. (It might be checked already.)

5▶ Click **Paste Guess.**

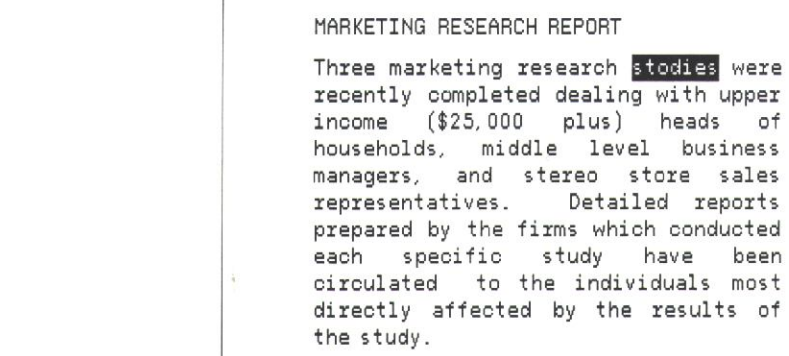
6▶ If you want to put away the dialog box, click **Hide.**

To Check the Spelling in an Entire Document:

1▶ Select an insertion point at the beginning of the document.

2▶ Open the **Spelling** menu and choose **Find Next Misspelling**.

LisaWrite highlights the next word that is not in the dictionary.


MARKETING RESEARCH REPORT
Three marketing research stodies were recently completed dealing with upper income ($25,000 plus) heads of households, middle level business managers, and stereo store sales representatives. Detailed reports prepared by the firms which conducted each specific study have been circulated to the individuals most directly affected by the results of the study.

3▶ If the word is valid and you want to add it to the dictionary, open the **Spelling** menu and choose **Put in Dictionary**.

4▶ To see suggested corrections for the word, open the **Spelling** menu and choose **Suggest Corrections**.

5▶ If none of the listed suggestions is the word you want, click **Show More**.

6▶ When you see the word you want, check the box next to it. (It might be checked already.)

7▶ If you want to check more words, click **Paste & Find**.

8▶ If you don't want to check more words, click **Paste Guess**.

9▶ If you want to put away the dialog box, click **Hide**.

Editing the Personal Dictionary

Once you have begun putting words into your dictionary, you may find that you want to change its contents. For example, you may have added a misspelled word to it accidentally. Or you might want to delete the name of an employee who is no longer with your company.

You can edit the personal dictionary to make these changes, but there is no way to edit the standard dictionary. For example, you can add the spelling *honour* to your dictionary, but you cannot remove the spelling *honor* from the standard dictionary. This means that you cannot tell LisaWrite to flag *honor* as a misspelling.

Adding Words to the Personal Dictionary

You should add to the personal dictionary any valid words that appear in your documents that are not already in the standard dictionary. Then, when you use these words again later, LisaWrite will not flag them as incorrect. Types of words that you probably want to put in your dictionary include the following:

- First and last names of employees or other people you refer to in your documents (Daniel, Martinez, Becky, Casey).
- Names of companies (Texaco, Safeway). The standard dictionary already contains most countries, states, and cities.
- Unusual abbreviations or acronyms (OEM, pres.). The standard dictionary already contains many common abbreviations and acronyms.
- Unusual English words that don't appear in the standard dictionary (eleemosynary, jactitation).
- Foreign words (señor, soupçon), including words whose characters require the use of the Option key (such as ç or ñ).

You can add words to the personal dictionary one at a time, as you encounter them in documents, or in a batch. For example, if you have a document that lists all the employees in your department, you can add the whole document to your dictionary at one time.

To Add Words to the Personal Dictionary:

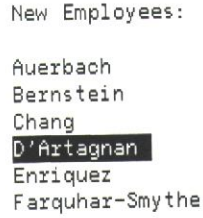
1 ▶ Select the words you want to add.

This can be anything from a single word to a whole document.

2 ▶ Open the **Spelling** menu and choose **Put in Dictionary**. The words that are not already in any dictionary are added to the personal dictionary.

To Remove a Single Word from the Personal Dictionary:

1 ▶ Select an insertion point in the word, or select the whole word.



2▶ Open the **Spelling** menu and choose **Remove from Dictionary.**

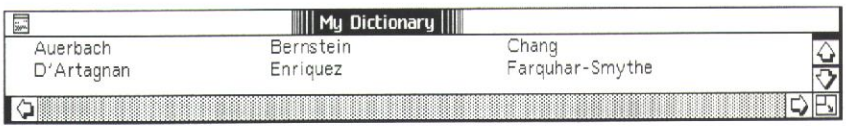
You can also select a range of words, and remove them all from the dictionary at the same time.

To Edit the Personal Dictionary:

1▶ Tear off a blank LisaWrite document from the LisaWrite Paper stationery pad, and open it.

2▶ Open the **Spelling** menu and choose **Write Dictionary to Document.**

LisaWrite copies the contents of the personal dictionary in your blank document. The words are displayed three words to a line, separated by tab characters.



3▶ Edit the document as you would any other LisaWrite document:

a. Set tab stops so the words have more space between them.

b. Add words.

c. Delete words.

d. Change words.

4▶ When the document is the way you want it, save it by opening the **File/Print** menu and choosing **Save & Continue.**

5▶ Open the **Spelling** menu and choose **Clear Dictionary.**

This removes all the words from the old personal dictionary.

6▶ Open the **Edit** menu and choose **Select All of Document.**

▶▶▶

7▶ Open the **Spelling** menu and choose **Put in Dictionary**.

This puts all the words in your document back into the dictionary.

8▶ Open the **File/Print** menu and choose **Save & Put Away**.

9▶ Discard the document in the Wastebasket.

LisaWrite and Other Tools

You can copy information between LisaWrite and other tools. The following combinations are possible:

- You can copy a spreadsheet from LisaCalc, a table from LisaGraph, or a list from LisaList.
- You can copy a drawing from LisaDraw, a graph from LisaGraph, or a chart from LisaProject.
- You can copy a document from LisaWrite to LisaTerminal, or from LisaTerminal to LisaWrite.

Copying a List, Table, or Spreadsheet

You can copy all or some of the values in a LisaCalc spreadsheet, LisaList list, or LisaGraph table into LisaWrite. After you have made the copy, you can edit the documents just as you can any other text. Typestyle, alignment, and format are the same as they were in the original tool. Only the values of the cells are copied; other properties such as formulas and data types are not retained.

After you copy values from LisaCalc or LisaGraph, they are laid out in the same arrangement as in the original spreadsheet or table. Each value, including those in the first column, is preceded by a Tab character. Each row is followed by a Return character, so it is a separate paragraph. In each row, tab stops are arranged as close as possible to the column widths in the original tool. The formats of the values are the same as they would be in LisaCalc or LisaGraph.

After you copy values from LisaList, each row is a separate paragraph, ending with a Return character. The values within the row are separated by Tab characters, but the paragraphs do not have tab stops.

Example You want to write a memo that includes quarterly revenue forecasts for the next four quarters. This information is in a LisaCalc spreadsheet that looks like this:

	A	B	C	D	E
1	Quarterly Earnings Forecast				
2	1985	1Q85	2Q85	3Q85	4Q85
3	(in millions)				
4	Cosmodemonic Telegraph	11.2	13.1	15.6	16.5
5	Aunt Minnie's Pies	2.3	3.45	3.9	5.1
6	Bunny Wabbit Boutiques	5.6	6.3	7.1	8.6
7	Last National Bank	33.5	36.2	45.3	49.1
8					
9	Total	52.6	59.05	71.9	79.3

You set up your memo to look like this:

Here are the latest projections for 1985. These figures have just been updated to take into account the acquisition of Bunny Wabbit Baby Boutiques. Please remember that these figures are *extremely* confidential.

Division 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter

I will keep you posted as more up-to-date information becomes available.

After you copy the figures, your memo looks like this:

Here are the latest projections for 1985. These figures have just been updated to take into account the acquisition of Bunny Wabbit Baby Boutiques. Please remember that these figures are *extremely* confidential.

Division	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Cosmodemonic Telegraph	11.2	13.1	15.6	16.5
Aunt Minnie's Pies	2.3	3.45	3.9	5.1
Bunny Wabbit Boutiques	5.6	6.3	7.1	8.6
Last National Bank	33.5	36.2	45.3	49.1
Total	52.6	59.05	71.9	79.3

I will keep you posted as more up-to-date information becomes available.

You adjust the tab settings to make your memo look like this:

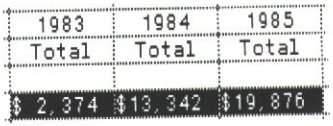
Here are the latest projections for 1985. These figures have just been updated to take into account the acquisition of Bunny Wabbit Baby Boutiques. Please remember that these figures are *extremely* confidential.

Division	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Cosmodemonic Telegraph	11.2	13.1	15.6	16.5
Aunt Minnie's Pies	2.3	3.45	3.9	5.1
Bunny Wabbit Boutiques	5.6	6.3	7.1	8.6
Last National Bank	33.5	36.2	45.3	49.1
Total	52.6	59.05	71.9	79.3

I will keep you posted as more up-to-date information becomes available.

To Copy Values from a Table, List, or Spreadsheet into LisaWrite:

1▶ In LisaGraph, LisaList, or LisaCalc, select the cells or fields whose values you want to copy.



For how to select cells and fields, see the manual for the tool.

2▶ Open the **Edit** menu and choose **Copy**.

3▶ Activate the LisaWrite document.

4▶ In the LisaWrite document, select the location where you want to copy the values.

Here are the totals for the last three years:

1983 Total 1984 Total 1985 Total

5▶ Open the **Edit** menu and choose **Paste**.

Here are the totals for the last three years:

1983 Total 1984 Total 1985 Total

$ 2,374 $13,342 $19,876

6▸ If necessary, adjust the tab settings (see Using Tabs).

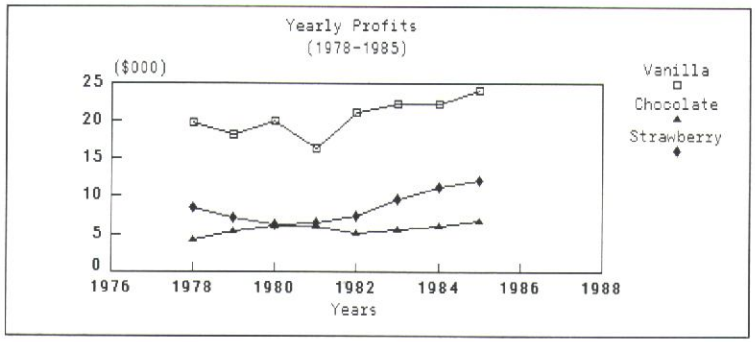
```
Here are the totals for the last
three years:

1983          1984          1985
Total         Total         Total
$ 2,374       $13,342       $19,876
```

Copying a Drawing, Graph, or Chart

You can copy all of a LisaGraph graph, or any part of a LisaDraw drawing or a LisaProject chart, into LisaWrite. After it is copied, the drawing becomes a separate paragraph in your LisaWrite document. You cannot revise, or edit, the contents of this "paragraph," but you can move it within the document. You can also adjust the left and right margins of the drawing, or get paragraph alignment for it (left flush, right flush, center, or justified). If you make the margins smaller than the size of the drawing, LisaWrite displays only part of it.

Note: You cannot edit text that is part of the drawing, even if the text looks just like LisaWrite text.

Example You want to write a memo that includes a graph of profits for the last 8 years. This information is in a LisaGraph graph that looks like this:

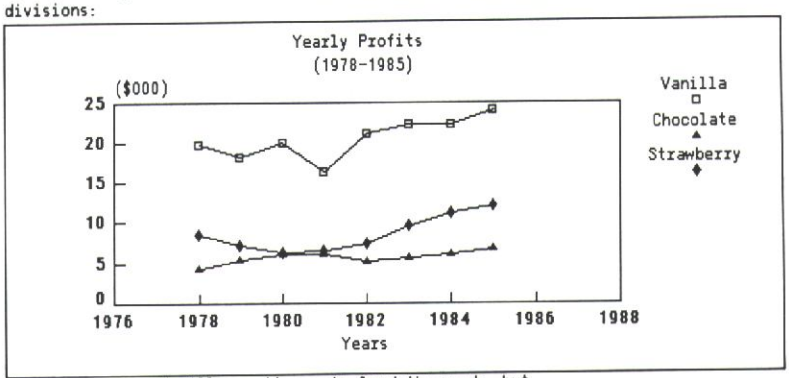


You set up your memo to look like this:

```
To:  Division Heads
From:  Sandra Myron, Treasurer
Date:  February 18, 1986
About:  Divisional Profits
The following chart shows the profits in each of our three
divisions:
As you can see, Vanilla continues to lead the pack, but
there is a lot of room for improvement in the Chocolate
division.
```

After you copy the graph, your memo looks like this:

```
To:  Division Heads
From:  Sandra Myron, Treasurer
Date:  February 18, 1986
About:  Divisional Profits
The following chart shows the profits in each of our three
divisions:
```




```
As you can see, Vanilla continues to lead the pack, but
there is a lot of room for improvement in the Chocolate
division.
```

To Copy Values from a Graph, Drawing, or Chart into LisaWrite:

1▶ In LisaGraph, LisaDraw, or LisaProject, select the part of the document you want to copy.

To make selections in a particular tool, see the manual for that tool.

2▶ Open the **Edit** menu and choose **Copy**.

3▶ Activate the LisaWrite document.

4▶ In the LisaWrite document, select the location where you want to copy the drawing, graph, or chart.

54 Market St.
Poughkeepsie, N.Y. 12601

Jack Worthing, Sales Rep

5▶ Open the **Edit** menu and choose **Paste**.

Copying from LisaWrite into LisaTerminal

You can copy a whole document from LisaWrite into LisaTerminal. LisaTerminal then sends the document to the host computer just as if it had been typed directly into the LisaTerminal document. However, Lisa Terminal does not support graphics, so documents containing drawings, graphs, and charts will not paste into LisaTerminal.

Most of the formatting you have done to a LisaWrite document is lost when the document is copied to LisaTerminal. Since LisaTerminal has a fixed line width of 80 characters, it does not have word wrap, and has only one typestyle.

LisaTerminal does have tab settings—one tab stop every eight characters. If this is not what you want, you can reset the tab settings any way you want.

Example If your LisaWrite document looks like this:

```
                    MARKETING RESEARCH REPORT

                PREPARED BY VIDEO SYSTEMS MARKETING


SUBJECT:    VIDEO DISK RECORDERS

STUDIES OF: CONSUMERS
            MIDDLE MANAGERS
            STEREO SALES REPRESENTATIVES

BACKGROUND
Three marketing research studies were recently completed dealing with upper
income ($25,000 plus) heads of households, middle level business managers, and
stereo store sales representatives.  Detailed reports prepared by the firms
which conducted each specific study have been circulated  to the individuals
most directly affected by the results of the study.

These studies, when analyzed together, suggest that there is:

     a)   a relatively high awareness of video disk recorders among
          most people in these categories.

     b)   a current potential of at least a million consumers that
          could be interested in video disk recorders now.
```

and you paste it into a LisaTerminal document, the LisaTerminal document looks like this:

```
MARKETING RESEARCH REPORT
PREPARED BY VIDEO SYSTEMS MARKETING


SUBJECT:     VIDEO DISK RECORDERS
STUDIES OF: CONSUMERS
                    MIDDLE MANAGERS
                    STEREO SALES REPRESENTATIVES

BACKGROUND
Three marketing research studies were recently completed
dealing with upper income ($25,000 plus) heads of
households, middle level business managers, and stereo store
sales representatives.  Detailed reports prepared by the
firms which conducted each specific study have been
circulated  to the individuals most directly affected by the
results of the study.

These studies, when analyzed together, suggest that there
is:

a)      a relatively high awareness of video disk recorders among
most people in these categories.
```

To Copy a LisaWrite Document into LisaTerminal:

1▶ In the LisaWrite document, open the **Edit** menu and choose **Select All of Document**.

2▶ Open the **Edit** menu and choose **Copy**.

3▶ Activate the LisaTerminal document.

4▶ In the LisaTerminal document, open the **Edit** menu and choose **Paste**.

5▶ If necessary, adjust the tab settings.

Copying from LisaTerminal into LisaWrite

You can copy a whole document from LisaTerminal to LisaWrite. Whatever is transmitted from the host computer is sent to the LisaWrite document.

After the LisaTerminal document has been copied to the LisaWrite document, you have to reformat the document. In particular, LisaTerminal puts a Return at the end of every line. This means that LisaWrite interprets each line as a separate paragraph. To restore the paragraphs to the way you want them to be, you have to delete the unnecessary Return characters. If there are any tab characters in your document, you may have to adjust the LisaWrite tab settings so that they appear where you want them to. After you have done this, you can format the paragraphs just as you would if they had been originally typed into the LisaWrite document.

Example Your LisaTerminal document looks like this:

```
NOVA STEREO INTEROFFICE MEMO
To:  All Department Managers
From:  Charles Cunningham, Order Processing Manager
Date:  July 25, 1982
Subject:  Reorganization of Order Processing Department
Effective immediately, order processing will be divided into
three departments, each with a supervisor.
Telephone Sales -- Ralph McDonnell, Supervisor
Order Entry -- Diane Tucker, Supervisor
Packing -- Linda Hughes, Supervisor
Please give these supervisors your full cooperation.
```

After the document is copied to LisaWrite, it looks like this:

```
NOVA STEREO INTEROFFICE MEMO
To:  All Department Managers
From:  Charles Cunningham, Order Processing Manager
Date:  July 25, 1982
Subject:  Reorganization of Order Processing Department
Effective immediately, order processing will be divided into
three departments, each with a supervisor.
Telephone Sales -- Ralph McDonnell, Supervisor
Order Entry -- Diane Tucker, Supervisor
Packing -- Linda Hughes, Supervisor
Please give these supervisors your full cooperation.
```

After you remove unnecessary Return characters and adjust the tab settings, the document looks like this:

```
NOVA STEREO INTEROFFICE MEMO

To:  All Department Managers
From:  Charles Cunningham, Order Processing Manager
Date:  July 25, 1982
Subject:  Reorganization of Order Processing Department

Effective immediately, order processing will be divided into
three departments, each with a supervisor.

Telephone Sales -- Ralph McDonnell, Supervisor
Order Entry -- Diane Tucker, Supervisor
Packing -- Linda Hughes, Supervisor

Please give these supervisors your full cooperation.
```

To Copy a LisaTerminal Document into LisaWrite:

1▶ In the LisaTerminal document, open the **Edit** menu and choose **Select All of Document**.

2▶ Open the **Edit** menu and choose **Copy**.

3▶ Activate the LisaWrite document.

4▶ In the LisaWrite document, select the location where you want to copy the information from LisaTerminal.

5▶ Open the **Edit** menu and choose **Paste**.

6▶ Remove unnecessary Return characters (see the next procedure).

7▶ Adjust tab settings and do any other necessary formatting.

To Remove Unnecessary Return Characters:

1▶ Select an insertion point all the way to the left of the second line.

2▶ Press the Backspace key once.

3▶ Repeat steps 1 and 2 for all the other lines in the document. You can use the **Search** menu to do this more quickly.

Chapter 3

LisaWrite Reference

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Introduction

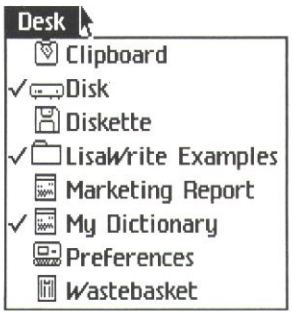
This chapter is an overview and summary of LisaWrite. It tells you about LisaWrite without emphasizing procedural instructions. Refer to Chapter 2 for complete step-by-step instructions on the tasks you can perform with LisaWrite.

The LisaWrite menus are shown in the menu bar at the top of the screen. These menus are described in this chapter.

When a menu item is shown in gray instead of black, you cannot choose it. This is usually because it does not apply to the current selection.

Desk Menu

The **Desk** menu lists all the icons and documents on your desktop. To open the document or icon, choose its name from the menu.



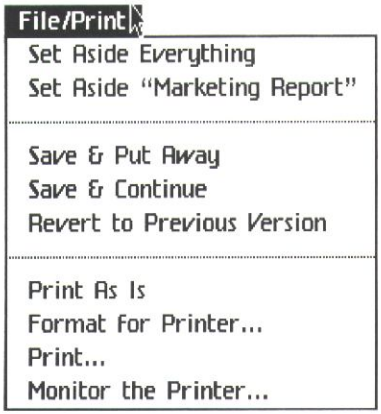
File/Print Menu

Set Aside Everything Returns all windows to their icons without saving the contents.

Set Aside "Document" Returns the active document to its icon without saving the contents.

Save & Put Away Saves the contents of the document, closes the window, and returns the icon to its original location.

Save & Continue Saves the contents of the document and leaves the window open.



Revert to Previous Version Returns the document to the condition it was in the last time you saved it or put it away.

Format for Printer Allows you to select printing specifications according to what printer will be used.

Print Prints your document, with a dialog box allowing you to change the number of pages or the number of copies.

Monitor the Printer Shows the status of documents that are being printed.

Edit Menu

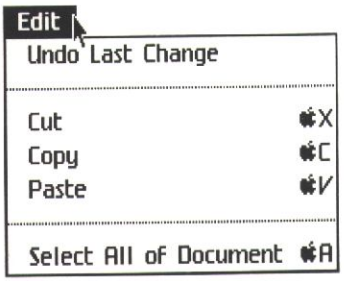
Undo Last Change Restores the document to its state before the last operation.

Cut Cuts the current selection and places it on the Clipboard.

Copy Copies the current selection onto the Clipboard.

Paste Pastes whatever is on the Clipboard into the current selection.

Select All of Document Selects (highlights) entire document.



Type Style Menu

Plain Text Shows text without any underlining, boldface, and so forth.

Underline Underlines text.

Bold Shows text in boldface.

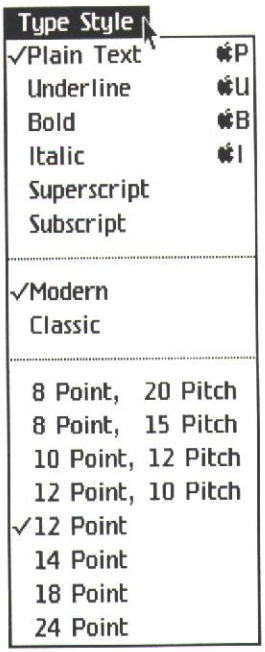
Italic Shows text in italics.

Superscript Shows text slightly above rest of text.

Subscript Shows text slightly below rest of text.

Modern/Classic Shows text in specified font.

Point/Pitch Defines size of text.



Format ¶ Menu

Left Flush Lines up paragraph at left margin.

Center Centers paragraph between left and right margins.

Right Flush Lines up paragraph at right margin.

Justify Lines up paragraph at left and right margins.

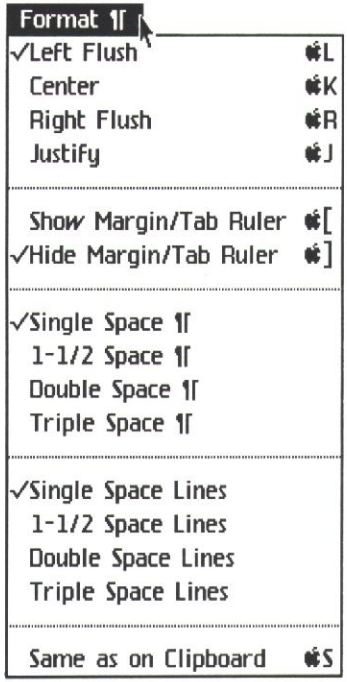
Show Margin/Tab Ruler Shows margin/tab ruler.

Hide Margin/Tab Ruler Hides margin/tab ruler.

Space ¶ sets line spacing between paragraphs.

Space Lines Sets line spacing within paragraphs.

Same as on Clipboard Makes format of current paragraph the same as format of text on the Clipboard.



Page Layout Menu

Preview Pages Shows how text is placed on each page.

Don't Preview Pages Shows text without regard for placement on page.

Show Page Ruler Shows vertical page ruler.

Hide Page Ruler Hides vertical page ruler.

Insert Page Number Inserts current page number at insertion point.

Insert Page Mark Inserts a character that starts a new page below the insertion point.

Keep on Same Page Ensures that text always prints on the same page.

Allow to Cross Pages Removes requirement that text print on the same page.

Search Menu

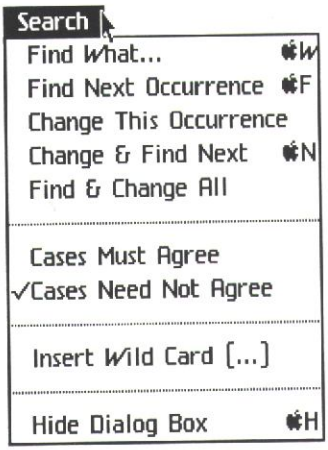
Find What? Shows a dialog box where you can indicate what to search for and what to replace it with.

Find Next Occurrence Finds the next occurrence of the specified text and selects it.

Change This Occurrence Changes the current selection as specified in the dialog box.

Change & Find Next Changes the current selection and finds the next occurrence.

Find & Change All Changes all occurrences.



Cases Must Agree Matches capitalization when searching for text.

Cases Need Not Agree Ignores capitalization when searching for text.

Insert Wild Card Searches for variable characters in the text you want to find.

Hide Dialog Box Removes the dialog box from the screen.

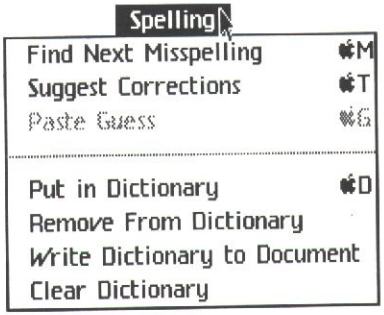
Spelling Menu

Find Next Misspelling Finds the next word not in the dictionary.

Suggest Corrections Suggests alternative spellings for current selection.

Paste Guess Pastes in a suggested correction.

Put in Dictionary Adds current word to dictionary if it's not already there.



Remove from Dictionary Removes current selection from dictionary.

Write Dictionary to Document Copies contents of personal dictionary to current selection.

Clear Dictionary Deletes contents of personal dictionary

Ruler Menu

Inch Scale/Metric Scale Allows you to select the scale shown on the ruler.

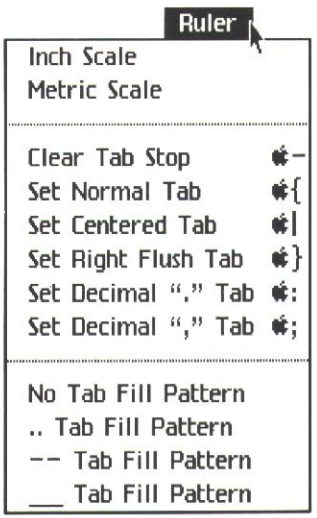
Clear Tab Stop Removes tab stop at current location of black triangle.

Set Normal Tab Sets left-flush tab at current location of black triangle.

Set Centered Tab Sets centered tab at current location of black triangle.

Set Right Flush Tab Sets right-flush tab at current location of black triangle.

Set Decimal "." Tab Sets tab at current location of black triangle to align decimal points.



Set Decimal "," Tab Sets tab at current location of black triangle to align commas.

No Tab Fill Pattern/Tab Fill Pattern Sets or deletes a fill pattern at current location of black triangle.

Page Ruler Menu

Inch Scale/Metric Scale Allows you to select the scale shown on the vertical page ruler.

Appendix

The Lisa Keyboard Layout

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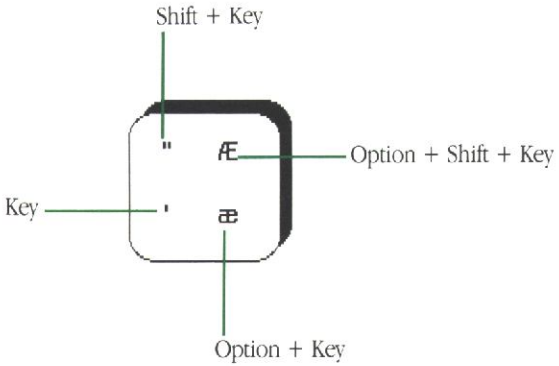
114 The Lisa Keyboard

Option and Shift Keys

In addition to the characters you see on your keyboard, another set of characters is available using the Option and Shift keys. To type one of these additional characters, hold down the Option key while you type another character. In some cases, you can type still another character by holding down both the Option and Shift keys at the same time, Figure 1 shows all the characters available on the Lisa keyboard. On each key, they are arranged as follows:



Some characters require further explanation:

−, —, -, — Typing the key creates a minus sign; Shift plus the key creates the underline character; Option plus key creates the hyphen; and Option plus Shift plus key creates the dash. To underline text, choose Underline from the **Type Style** menu instead of Shift plus key.

⌐¬ Typing Option and then the key for a particular character creates a character that will be superimposed on the following character. For example, to create *é* you would type Option plus *e*, then *e*. This feature is used to create diacritical marks used in foreign words such as *cliché, año, Mädchen,* and so forth.

Space Typing Option plus Space creates a character that is a non-breaking space. The character looks like a space, but for word-wrapping purposes, LisaWrite considers it to be a letter.

Apple Key

Some menu items are accompanied by an Apple symbol and a letter. This means that you can hold down the Apple key while typing the letter to choose a menu item, rather than opening the menu and choosing the item with the mouse.

- ⌘ X Cuts the current selection from the text.
- ⌘ C Copies the current selection to the Clipboard.
- ⌘ V Pastes entries from the Clipboard into the text.
- ⌘ A Selects the entire document.
- ⌘ P Shows plain text.
- ⌘ U Underlines text.
- ⌘ B Makes text boldfaced.
- ⌘ I Makes text italicized.
- ⌘ L Lines up paragraph at left margin.
- ⌘ K Centers paragraph between left and right margins.
- ⌘ R Lines up paragraph at right margin.
- ⌘ J Lines up paragraph at left and right margins.
- ⌘ [Shows margin/tab ruler.
- ⌘] Hides margin/tab ruler.
- ⌘ S Makes format of selected text same as format of text on clipboard.
- ⌘ O Shows text without regard for placement on page.
- ⌘ Q Ensures that text will print on same page.
- ⌘ W Shows a dialog box to search for text.
- ⌘ F Finds next occurrence of specified text.
- ⌘ N Changes the current selection and finds the next occurrence.
- ⌘ H Hides dialog box.
- ⌘ M Finds the next word not in dictionary.
- ⌘ T Suggests alternative spellings for current selection.

- ⌘ G Pastes in a suggested correction.
- ⌘ D Adds current word to dictionary.
- ⌘ − Removes tab stop at current location of black triangle.
- ⌘ [Sets left-flush tab.
- ⌘ | Sets centered tab.
- ⌘] Sets right-flush tab.
- ⌘ : Sets tab to align decimal points.
- ⌘ ; Sets tab to align commas.
- ⌘ . Terminates an operation.

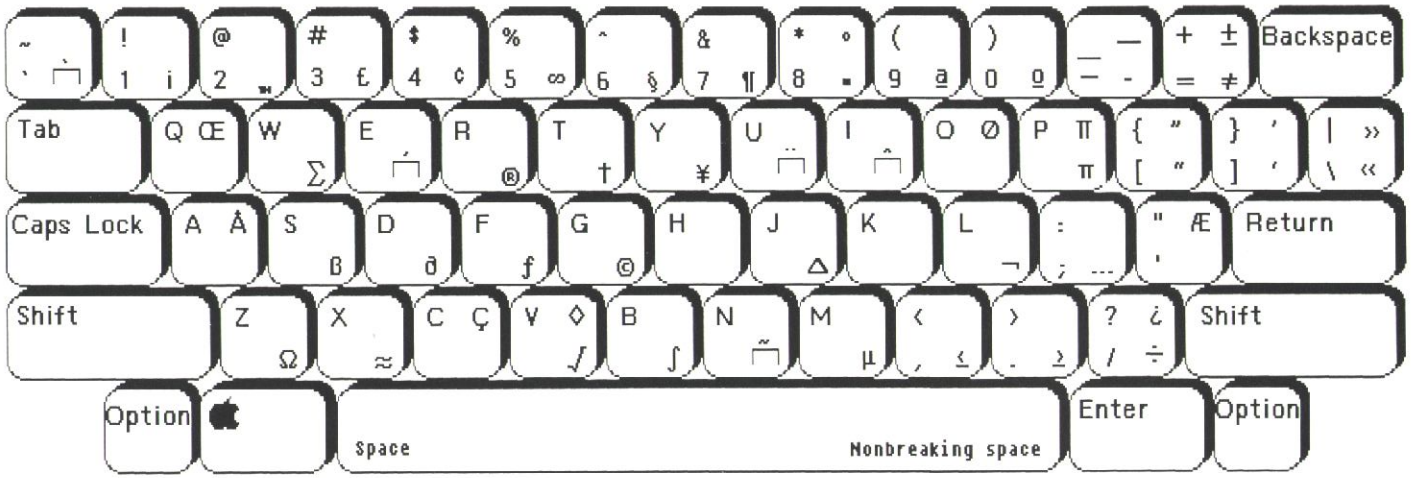


Figure 1. The Lisa Keyboard

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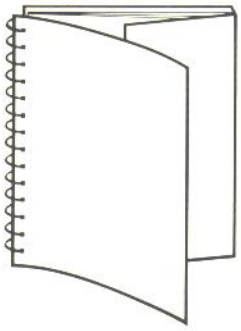

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